



City of University City

EMPLOYMENT OPPORTUNITY



Job Title	Golf Manager
Department	Parks, Recreation and Forestry
Division	Golf
Posting Date	February 11, 2021
Closing Date for Resumes/Applications	Open until filled.
Starting Range	\$53,308.77 D.O.Q.
Exempt/Non-exempt	Exempt
Status	Full-time

The purpose of this position is to manage all the daily golf operations (golf pro shop and driving range) at Ruth Park Golf Course. Responsibilities include supervising all golf shop and driving range employees, supervising food and beverage operations, supervising and providing golf instruction, conducting marketing efforts, and organizing programs and events. The Golf Manager is expected to utilize significant independent judgment to ensure an enjoyable golfing experience for a high volume daily municipal golf course and is subject to direction from and review by the Deputy Director of Recreation Services. Direct subordinates may include Assistant Golf Manager, Golf Shop Supervisor, Golf Course Attendants (Golf Shop, Driving Range, Concessions) consultants and volunteers.

Essential Functions

- Supervises all golf shop and driving range personnel.
- Ensures the maintenance of a high-quality customer experience, including supervising tee time management, fee collection, and customer interaction.
- Orders and displays golf equipment and apparel merchandise.
- Conducts operations of golf tournaments.
- Organizes, promotes, and conducts events on site.
- Offers individual golf instruction to novice, advanced, and junior golfers.
- Runs novice and junior instructional golf camps.
- Oversees food service for small snack bar and ensures their adherence to health codes.
- Remains up to date on all product knowledge for all food and beverage and for the golf shop.
- Conducts marketing efforts for the golf course, golf shop, and driving range.
- Maintains the golf course website.
- Fits golf equipment to new and advanced golfers in the golf shop.
- Oversees budget items, daily deposits, and the collection of invoices from vendors.
- Oversees payroll for over 20 part-time employees.
- Planning and placing restrictions on golf-cart use for grounds maintenance purposes.
- Regulates golf cart usage.
- Provides human resource services to employees as well as visitors.
- Performs other duties as required and/or assigned.

Qualifications

- A Bachelor's degree in Parks and Recreation Management, Sports Management, Business Management, Physical Education or related field.
- Between one and three years of experience working in golf operations.
- Previous management skills are preferred.
- Extensive knowledge and experience with the sport of Golf.
- Sales and customer service experience is preferred.
- ServSafe Certification required within six (6) months.
- CPR and AED Certification within one (1) year.
- CPRP Certification desired.
- PGA Class "A" Certification desired.

CONTACT INFORMATION

Interested applicants should submit an application, resume and cover letter online at www.ucitymo.org
No phone calls, emails or faxes please.

The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.