



Clubhouse Supervisor

Elmhurst Park District

Contact Name: Brian McDermott

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Closing Date:

Salary: \$55,423 - \$77,592

Description:

APPLY ONLINE AT: <https://elmhurstpark.bamboohr.com/careers/172>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! With a population of 45,556, the Park District manages 462 acres of parkland within 28 parks ranging in size from small neighborhood parks to large community parks. Facilities vary from formal gardens to playgrounds. We are looking for someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting full-time job opportunity as Clubhouse Supervisor at Sugar Creek Golf Course! Sugar Creek Golf Course is looking for a highly motivated Clubhouse Supervisor who strives to lead a golf course operation known for being one of the best courses in the area, with outstanding instructional programs and a popular special event rental space. Sugar Creek Golf Course is a 9-hole, par 32 course, owned and operated by the Elmhurst Park District and Village of Villa Park since 1975.

WHAT YOU'LL DO: The Clubhouse Supervisor will be responsible for assisting in managing all golf operations. Responsibilities include but are not limited to:

- Schedule, oversee, and implement staff schedule. Work schedule shifts as necessary.
- Train, supervise and monitor staff on effective use of POS, reservations, and data base management.
- Assist and advise in purchasing appropriate merchandise for sale in pro shop and counter area with a focus on maximizing profit margins while minimizing unnecessary inventory levels. Monitor inventory levels on an "as needed basis"
- Manage and supervise outings and other special events on the golf course and in the clubhouse.
- Assist in teaching and overseeing the instruction of all golf programs.
- Maintain facility cleanliness through regular scheduling of upkeep.

WHAT YOU'LL BRING:

- Bachelor's degree in Golf Course Management or equivalent experience with 4 years experience and 2 years supervisory experience.

- PGA Member preferred.
- Knowledge of golf industry.
- Proficiency in point of sale and reservation software.
- Proficiency in computer word-processing and spreadsheet applications
- Proven problem-solving, communication, organizational, customer service and management skills

WHEN YOU'LL WORK:

Varied schedule that includes evenings and weekends.

WHAT YOU'LL GET:

- The anticipated starting range for this exempt position is \$55,423/year DOE.
- This position falls under Pay Grade 5 with a pay range of \$55,423 - \$77,592/year.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)

** The Elmhurst Park District is an Equal Opportunity Employer committed to a diverse workforce. Applicants requiring a reasonable accommodation to participate in the hiring process may contact the Division Manager - Human Resources & Risk at jbruns@epd.org.**

For more information about the Elmhurst Park District, please visit epd.org!!

Additional Legal Statements

Elmhurst Park District is an Equal Opportunity Employer. Elmhurst Park District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Elmhurst Park District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

The district is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants, and shall perform a criminal background check for applicants for all positions, including the position for which you have applied. Applicants are not obligated to disclose sealed or expunged records of convictions. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the district. All other convictions shall not automatically disqualify the

applicant from consideration, but rather, the conviction will be considered in relationship to the specific job.