



Golf Operations Manager

Lisle Park District

Contact Name: Jon Pratscher

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Closing Date:

Salary: \$62,000-\$74,000 DOQ

Description:

Lisle Park District is seeking a Golf Operations Manager to oversee the programs, operations, and maintenance of Lisle Park District's River Bend Golf Club and club house pro shop.

Please apply at <https://lisleparkdistrict.bamboohr.com/careers/122?source=aWQ9MjM%3D>

Major responsibilities include the following. Other responsibilities may be assigned.

1. Oversees the programming, operations and maintenance of River Bend Golf Club and Pro Shop.
2. Schedules golf course utilization to serve the needs of the community and maximize revenue potential for the park district, including leagues, outings, etc.
3. Responsible for revenue and expenses of River Bend Golf Club in addition to making short and long-range recommendations for capital expenditures.
4. Oversees the accurate record keeping of daily cash receipts from the golf course and pro shop, as well as management of inventory of pro shop merchandise.
5. Works with supervisor and HR to evaluate staffing requirements and develop appropriate recruitment strategies. Hires, trains, manages and evaluates subordinate employees in accordance with Lisle Park District Employee Handbook and safety program.
6. Manages bi-weekly payroll to maximize labor cost control and ensure monthly profit/loss goals are met.
7. Successfully promotes relationships with restaurant licensor, organizations, civic groups, schools and businesses through cooperative projects that promote the goals of the park district and its golf programs.
8. With District marketing staff, uses creative, innovative and successful means to plan, coordinate and execute marketing plans, promotional events, sponsorships, and advertising for golf course and pro shop.
9. Assists with the administration of golf course maintenance service contracts, closely monitors course conditions, and effectively communicates with maintenance contractors to ensure appropriate levels of service.
10. Responsible for the accounting and financial operations of River Bend Golf Club, including daily accounting, payroll, and accounts payables and receivables.
11. Provides audit assistance to Superintendent of Finance as needed.

12. Develops, monitors, reports upon, and evaluates annual operating budget.
13. Produces and presents monthly facility performance reports

Qualifications:

- **Education-** Bachelor's degree in Business, Hospitality, Parks and Recreation, or a relevant area.
- **Experience-** A minimum of three years related work experience preferred
- **Computer** – Proficient with keyboard/typing skills; proficient use of applicable software in PC operating system: Microsoft Office Suite, including Outlook, Word; proficient use of applicable golf-management software/applications.
- Excellent verbal and written communication skills.
- Valid drivers license.

Benefits we offer:

Medical Coverage- PPO or HMO & Prescription Coverage
Dental Insurance
Vision Insurance
Life Insurance (basic & voluntary)
Short- and Long-Term Disability (IMRF)
Pension / Defined Benefit Plan (IMRF)
Flexible Spending Accounts
Paid Holidays, Personal Days, Vacation, Sick Time
Tuition Reimbursement
Professional Membership Dues
Park District Facility Discounts and Usage Benefits
Pay is based off previous experience.

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