



## **Clubhouse Supervisor - Assistant Golf Professional** Elmhurst Park District

**Contact Name:** Cory Ferrell  
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**Closing Date:**  
**Salary:** \$58,700 to \$82,000 DOQ

### **Description:**

**PLEASE APPLY AT:** <https://elmhurstpark.bamboohr.com/careers/228>

**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! We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, having fun, and fostering belonging! 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 - Assistant Golf Professional 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.
- Utilize Active, G1, BS&A, TCP, and Range Star to ensure golf operations.

**WHAT YOU'LL BRING:**

- Bachelor's degree in Golf Course Management or equivalent experience with 4 years experience and 2 years supervisory experience.
- PGA and/or LPGA preferred.
- Possession of Food Sanitation License or able to obtain within 3 months of hire
- Bassett Certification
- 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:**

You'll work at least 40-hours/week. Depending time of season working evenings, weekends, and holidays based on events booked at the course.

#### **WHAT YOU'LL GET:**

- The anticipated starting range for this exempt position is \$58,700 to \$82,000 DOE.
- This position falls under Pay Grade 5 with a pay range of \$58,656 - \$82,123/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)