



Golf & Facilities Supervisor

Des Plaines Park District

Contact Name: Nicole Dale

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Closing Date:

Salary: \$54,000-\$58,000

Description:

To apply, please visit dpparks.org and click on the JOBS link.

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION:

Job Title: Golf & Facilities Supervisor

Grade: 8

FLSA: Exempt

Department: Revenue Facilities

SUPERVISORY RELATIONSHIPS:

Reports to: Superintendent of Revenue Facilities

Supervises: Part Time and Seasonal Golf Operations Staff

BASIC FUNCTION: The Golf & Facility Supervisor is responsible for assisting with management and administration of the Golf Center, Lake Park Golf Course and Marina, and Mountain View Adventure Center including cash controls, golf-outings, leagues, lessons, program development and implementation, special events, contractual agreements and staff during evening hours and weekends.

REGULAR SCHEDULE: Sundays 8:30am-5:00pm and Monday-Thursday 2:00-10:30pm

ESSENTIAL DUTIES

1. Assist in managing the daily operations of the Golf Center
2. Recruit, supervise, train, evaluate, and discipline part-time staff.

3. Monitor daily cash transactions, prepares cash reports, and deposits.
4. Responsible for scheduling of part-time and seasonal staff.
5. Respond to all public inquires and complaints. Provide quality customer service.
6. Supervise the development of and actively seek new golf outings, leagues, lessons and special events.
7. Assist in the creation of promotional materials.
8. Assist with advertising campaigns and initiative.
9. Recommend policies and procedures for staff and facilities.
10. Prepare reports and statistics for golf facilities.
11. Coordinate group outings, rentals, leagues, and golf lesson program.
12. Coordinate all high school golf camps and golf season practice schedules at Golf Center and Lake Park.
13. Invoice all high schools and secure timely payment of the use of facilities.
14. Maintain inventory, purchase supplies and equipment for each facility.
15. Respond to emergencies and complete all necessary reporting, fact gathering and follow up.
16. Troubleshoot mechanical issues and communicates these with the Superintendent of Revenue Facilities and Building Services Supervisor.
17. Ability to work M-TH 2:00-10:30 p.m. and Sundays 8:30-5:00pm. Hours are subject to change seasonally and in conjunction with special events.

OTHER DUTIES

1. Coordinate and assists with Special Events, including Fall Fest Des Plaines.
2. Attend training sessions and meetings with other professionals.
3. Respond to Golf Center, Lake Park and Mountain View Adventure Center buildings on a limited basis.
4. Communicate building/programs needs and concerns with the Superintendent of Revenue Facilities.
5. Inform all staff of any changes in policy, procedures or rules handed down by supervisors.
6. Coordinate staff to direct patrons in the event of an emergency such as severe weather or fire.
7. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
8. Perform additional duties as assigned.
9. Member of a Park District committee as assigned.

POSITION QUALIFICATIONS:

Education: Bachelor's degree in Recreation Administration or related field preferred.

Experience: One year related experience preferred. Demonstrate experience with cash control. Proficient computer skills to include Microsoft Word and Excel. Excellent verbal and written communications required.

Certifications: CPR and First Aid Certification, *classes available through Park District*; Valid Illinois Driver's License

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account

- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts

DISTRICT BENEFITS:

- All recreational and revenue facilities at no charge during active employment, including dependents
- Rent meeting/party spaces for 75% off the resident rate; revenue facilities will be at a 25% discount
- No charge for general programs/pre-registration (some exclusions apply)
- 50% discount on camps/leader programs at resident rates, does not include trips/contractual programs.
- Contractual classes/programs at a discounted rate
- 25% discount for One-on-One Classes
- 25% discount on Artistry In Motion, Jr. Warrior Basketball, Lady Warrior Basketball, and Warrior Swim team.
- Special Events free with preregistration. Ticketing for attendance as required.
- All golf facilities at no charge including Golf Center Golf Course, Lake Park, and Mountain View Adventure Center