Inwood Golf Course Manager

Joliet Park District

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Closing Date:
Salary: $80,000 + DOQ

Description:
Inwood Golf Course Manager
FLSA Classification: Exempt, Full Time

Salary Range: $80,000 + DOQ

Benefits: A generous benefits package including medical insurance, dental insurance, vision insurance, and life insurance, pension (IMRF) plan, paid time off including vacation, sick and holiday pay, employee assistance program, fitness center membership and discounted facility and program costs.

Reports to: Executive Director

Date: January 2027

Summary
Under the supervision of the Executive Director, the Golf Manager will supervise, direct, plan and coordinate the operations of the assigned 18 hole golf course. This shall include the clubhouse, pro-shop, concessions, driving range (where applicable) and staff. Ensure that proper monies due from green fees, cart rentals, equipment sales, concessions, driving range, outings, and any other services are properly collected, recorded, and receipts issued.

Essential Duties
Reasonable accommodations may be made to enable individuals with disabilities to perform these essential duties.

- Responsible for the day to day operations of the golf course/clubhouse
- Responsible for hiring, training, development, supervision and evaluation of all clubhouse staff
- Maintain required records on golf cart rentals
- Establish procedures to ensure cleaning and check of golf carts after every use

- Maintain and manage tee time system
- Supervise driving range operations within established policies
- Prepare cash reports and make timely deposits as required by the Joliet Park District policy
- Maintain clubhouse and surrounding areas in neat and orderly fashion
- Ensure that the handicap system records used by the Park District are maintained
- Work closely with the Golf Superintendent and/or Director of Golf Grounds and Horticulture to make decisions to prohibit play and/or carts due to course conditions
- Work closely with the Golf Superintendent and/or Director of Golf Grounds and Horticulture on the condition of the fields on continuing basis
- Work closely with the Food and Beverage Manager to supervise the operations of the concession stand and bar.
- Ensure friendly, courteous service with maximum cleanliness
- Enforce applicable policies, rules and regulations, of the Joliet Park District
- Enforce all U.S.G.A. rules of golf as required
- Communicate with supervisor about conditions that adversely affect the golf program
- Manage bookings for golf leagues and outings
- Maintain a list of independent contractors/PGA Pros who can offer golf lessons to customers
- Create, manage, and maintain annual budgets
- Market golf course to public

Hours
Full time, exempt. Hours may include days, evenings, weekends, and holidays. More hours may be required during golf season.

Supervisory responsibilities
Clubhouse Personnel

Work environment
Work is performed in both indoor and outdoor environments, including the clubhouse, pro shop, driving range, golf course, and other related facilities. The position is regularly exposed to varying weather conditions, including heat, humidity, cold, rain, and other outdoor environmental conditions. Work may involve exposure to moving golf carts, golf equipment, machinery, and general golf course activities.

Physical demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to stand, walk, use hands, to finger, handle or feel objects, tools or controls, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. Must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Education and Experience

- High School Diploma or equivalent (GED) required
- Associates in Business or PGA of America Professional or minimum of 3 yrs experience running a golf course required

- Minimum 3 years of experience working in a golf clubhouse required

Additional eligibility requirements

- Valid driver’s license. Driving record must be within Park District policy
- CPR/AED certification or ability to obtain within 30 days of hire

Affirmative Action/EEO statement
The Joliet Park District is an Equal Opportunity Employer

Other duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

For the full description on the **Inwood Golf Course Manager visit** Employment | Joliet Park District