

Assistant Director of Golf

Timeline

Job Advertising: Quincy Park District March 8 – April 9, 2021

Posting at all active Park District work sites starting March 8, 2021

CLOSING DATE: April 9, 2021

Personal Interviews: April 12-14, 2021

Staff Selection: April 16, 2021

Projected Start Date: May 1, 2021

Submit Applications To: David Morgan

2150 South 36th Street

Quincy, Il. 62301

217-919-0150

dmorgan@quincyparkdistrict.com

QUINCY PARK DISTRICT

Assistant Director of Golf

Closing Date: April 9, 2021

Qualifications: Westview Golf Course is seeking a highly motivated individual to serve of on its supervisory team. A bachelor's degree in Business or Business Management or related field is preferred. Prefer minimum of 1 – 2 years of experience in the golf industry as a PGA professional or the PGA Apprentice program, or someone who is interested in becoming a PGA professional through the PGA apprentice program.

Duties: To assist in the plans, schedules, and the coordination of the day to day activities of pro shop and Players Grill staff. This individual would also assist the Director of Golf in all aspects of Westview Golf Course operations including marketing, lessons, event coordination, food & beverage concessions and customer service.

Compensation: This full-time year - round position will have a salary of \$36,000 depending on qualifications. A competitive benefits package with employee health insurance, vacation/holiday package and retirement are included.

Submit applications/resumes to:

David Morgan

Quincy Park District

1231 Bonansinga Drive

Quincy, IL 62301

217-223-7703

Or Email

dmorgan@quincyparkdistrict.com

Job Description

Job Title:	Assistant Director of Golf
Function:	Supervisory
Supervisor:	Director of Golf
Employee Status:	Full Time Non-Union
FLSA Category:	Exempt-Executive
Supervises:	Player Grill Staff (3-5 Seasonal) Club House Staff (3-5 - Seasonal)

Job Description:

The Assistant Director of Golf, plans, schedules, coordinates and supervises the day to day activities of the club house and Players Grill staff. Assists the Director of Golf in all aspect of golf course operations including marketing, lessons, event coordination, food and beverage concessions and customer service.

Required Knowledge, Skills, and Abilities:

- Golf course operations.
- Microsoft Offices programs.
- Problem analysis and development of corrective action plan.
- Plan, organize and direct needed services.
- Prepare performance evaluations for subordinates.
- Ability to learn the Golf Trac point of sale/pass system.
- High school diploma is required.
- PGA membership or a PGA apprentice is preferred.
- Two-year college degree or equivalent course work and golf experience is preferred.
- Experience in the following (or related) fields is desirable:
 - business management
 - facility management
 - park/grounds maintenance

Work Activities: (Illustrative Only)

Budgeting:

- Assists in the development of annual Golf Department budget.
- Identifies and recommends needed capital project to the Director of Golf.
- Monitors the execution of the operating budget and identifies budget issues to the Director of Golf.
- Conducts and maintains required inventories.

Park and Facility Maintenance:

- Inspects the club house, identifies maintenance needs and directs the corrective actions needed.

- Responsible for assisting in developing maintenance standards and insuring facilities and grounds are maintained to these standards.

Event/Activity Support:

- Assists in the marketing, planning, coordination and support of outing, tournaments and other special events.

Park Safety and Security:

- Insures all required safety rules are followed.
- Investigates all accidents involving club house personnel and equipment and takes needed corrective or disciplinary measures.

Marketing:

- Assists the Director of Golf in developing a comprehensive marketing plan for the course and works with the Recreation/Marketing staff to develop needed marketing products.
- Identifies opportunities for specials and outings and develops plans to market them.

Club House/Players Grill Operations:

- Hires, trains, schedules and supervises the day to day club house and players grill staff.
- Sets standards and identifies training or performance shortfalls and takes needed corrective actions.

Special Considerations:

- May work on tasks or project for other departments as assigned by the Executive Director during slow periods at the golf course

Physical Requirements:

- Ability to negotiate uneven park terrain.
- Sitting, walking, standing as needed to perform required job functions.
- May be required to work outside in extreme temperature and harsh weather.