

Date of Notice: January 28, 2017  
Position Title: General Manager  
Job Location: St. Joseph Country Club – Country Club, MO  
Start Date: ASAP



### **Facility Information:**

In 1998, St. Joseph Country Club celebrated its 100 year anniversary. The organization of St. Joseph Country Club took place in 1898 at what once was the Corby home, which served as its clubhouse. There were fewer than 60 members at that time. Mr. L.M. Smith was the Club's first president. The first round of golf was played in 1899.

In 1903, the Club moved to the site now used by the Moila Country Club. It stayed at that location until 1911, when construction started on the present location. The original clubhouse built in 1911, much like today's burned to the ground in 1921. The present clubhouse was completed and opened in 1922.

In 1898, there were only two golfing country clubs in Chicago, six in New York, one in Columbus, and one in Kansas City. Even in those early days competition was important. Regular team matches were scheduled between St. Joseph Country Club and the Kansas City Country Club. The Trans-Mississippi, now one of the nation's most respected amateur golf tournaments, was a direct outgrowth of these matches. The association was formed following a match at St. Joseph Country Club in 1901. The first tournament was held in Kansas City the following year. The second was held in Omaha, the third in Des Moines, and some years later it came to St. Joseph Country Club. The Club continues to be the site of many USGA, Missouri Amateur and PGA Midwest Section events.

### **Position Summary:**

The General Manager will manage all aspects of the club operation including the golf shop, the golf course maintenance, tournament operations, food & beverage, marketing and other related functions.

### **Essential Duties and Responsibilities:**

- Create annual budgets, independently perform or oversee the preparation of daily, weekly, monthly accounting and financial reporting; manage expenses as they relate with revenue; inventory control and management fiscal controls and accountability throughout departments.
- Promote and monitor the performance of daily operations, functions and services, assure high standards and total patron satisfaction.
- Viewed as a mentor of staff as evidenced by their advancement
- Supervise and manage the food and beverage operation
- Skilled as a business person through demonstrated success in merchandising as well as personnel and operational budget adherence
- Oversee and manage other golf professional(s) and all golf staff.
- Enforce all rules and regulations governing club and golf course usage.

- Maintains productivity in the golf department reporting to the management team with effective scheduling and staffing levels.
- Reports daily, monthly, and annual departmental statistics
- Highly motivated to create atmosphere of growth in memberships, events, and tournaments.
- Assists in web-site development and social media marketing for facility
- Responsible for the inventory and financial performance of the Golf Shop.
- Strong emphasis on marketing to the local tourist industry and the local community
- Must be familiar with P&Ls, be able to recognize financial trends or issues, recommend or implement corrective action as appropriate

**Qualifications:**

- PGA Class A member in good standing required
- Bachelor's degree or equivalent work experience preferred.
- Strong interpersonal, communication, and leadership skills to interact with members.
- Excellent business management and computer skills
- Minimum of 5+ years of golf operations management experience at a golf operation.
- Proven record of developing, promoting and expanding all golf activities.
- Proven record of providing superior member service and staff training and development

**Compensation/ Benefits:**

The compensation package will be commensurate with the skills and experience of the selected candidate and competitive with clubs of similar stature.

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