

Date of Notice: June 1, 2018
Position Title: Assistant General Manager
Job Location: Different GreatLIFE Clubs
Start Date: ASAP

Position Summary:

The Assistant General Manager helps manage the day-to-day golf operations activities through maintaining quality standards, hiring and training golf shop and outside service employees, managing merchandise activities, handling all aspects of the outing business and providing superior guest service.

Essential Duties and Responsibilities:

- Promotes GreatLIFE's philosophies throughout the golf course to both employees and guests.
- Ensures level of guest service delivery is exceptional at all times.
- Responsible for the supervision of all golf staff including, but not limited to, the pro shop staff, assistant golf professionals, bag room, cart and range attendants, player assistants, caddies and locker room staff.
- Responsible for designing and implementing programs for all golf activities at the club. This includes, but is not limited to, guest services, course marshalling, outside services, golf cart operations, outside tournaments, tee sheet management and driving range operations.
- Oversees the pro shop operation.
- Participates with Director of Instruction in individual and group golf clinics and training programs.
- Develops and implements an approved budget, forecast and staffing plan for the golf department.
- Maintains and records all sales records including cash receipts, member charges and voids for golf operation.
- Provides a professional image at all times through appearance and dress.
- Follows company policies and procedures and is able to effectively communicate them to subordinates.

Qualifications:

Education / Experience: Four-year degree and supervisory experience preferred. 3 years prior golf course experience with progressive responsibility required. Experience with high end daily fee operation required. Special consideration will be given to those who exhibit exemplary performance.

Compensation/ Benefits:

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