



City of Kemmerer, Wyoming Job Description

Position Title: Golf Course Clubhouse Manager	Effective Date: 4/15/25
Department: Golf Course Clubhouse	FLSA Category: Seasonal Full-Time
Supervisory Level: Front-line	Pay Grade and Range: \$17.50 to \$20 per hour, plus tips.

Position Summary:

Under direction of the Golf and Parks Director, supervises and manages golf course clubhouse operations, including personnel, bar, tournaments, and office.

Tasks Under Direction of Golf and Parks Director:

- Supervise temporary part-time and/or seasonal full-time employees at golf course club house; hire, train, approve work schedules and shifts; submit pay recommendations, provide corrective action and discipline to clubhouse employees.
- Administer the performance evaluation process to employees; provide feedback to employees; review and approve individual employee objectives and goals; clarify performance expectations.
- Develop, negotiate and monitor clubhouse budget and maintain appropriate records of materials used and time spent on City projects.
- Serve alcohol, food, and drinks.
- Instruct staff about city safety programs designed to protect employees and the public.
- Approve all clubhouse expenditures and order necessary supplies.
- Find sponsors for, organize, advertise and run golf course tournaments, services, events and programs (such as Jr. Golf Program).
- Initiate and maintain vital contacts that help sustain and promote future golf course needs of the City.
- Work with Golf and Parks Director to develop long-term plan for golf course events and programs.
- Order merchandise and control inventory for golf course club house; sell and train staff on selling pro shop products and golf passes.

- Oversee driving range, pick range clean and bring in golf balls.
- Clean out ice machine, return all left-over beer to suppliers for reimbursement.
- Enforce golf course rules.
- Establish positive relationships with vendors and city staff.
- Organize volunteers.
- Clean and vacuum inside facilities, including bathrooms, bar, counters, windows and train staff to do so.
- Perform other duties as assigned.

Knowledge and Skills Preferred:

- Customer Service
- Sales, marketing, and public relations.
- Personnel management skills.
- Knowledge of current federal, state, and local laws and regulations affecting the management of golf course club house operations—including employment, safety and environmental standards, laws and regulations.
- Point of sale software (cash receipts).
- Google Apps and/or Microsoft Office.

Experience and Education:

High school diploma or equivalent and 2 years related work experience, or any combination of education and experience required. Two years customer service, management and sales experience preferred. Must be at least 21 years old.

Abilities:

- Learning Comprehension – Ability to learn quickly.
- Self-Motivation – Ability to work independently.
- Oral Comprehension – Ability to understand verbal information and ideas.
- Oral Expression – Ability to verbally communicate information and ideas.
- Written Comprehension – Ability to read and understand information presented in writing.
- Written Expression – Ability to communicate information and ideas in writing.
- Leadership – Ability to influence the behavior and goals of the organization by applying trusted leadership skills.
- Decision Making – Ability to make management level decisions affecting administration of clubhouse using extensive judgment and discretion.
- Problem Solving—Ability to gather and analyze data that leads to a logical solution.
- Organization – Ability to determine and prioritize clubhouse goals and objectives.
- Executive and Administrative—Ability to organize and schedule work, to motivate people to achieve clubhouse goals and objectives, and to integrate them with organizational and community goals.

- Human Relations – The ability to relate with employees, vendors, the general public and city officials in a friendly cooperative manner.

Work Environment: (The work environment characteristics described here are representative of those an employee will encounter while performing 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 will work with and around others.
- The employee mostly works indoors.
- The employee may work extended hours, especially in the Summer.
- The noise level in the work environment is usually moderate.

PHYSICAL AND MENTAL CONDITIONS: (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 sometimes required to write, read and keyboard. The employee is frequently required to talk, hear and reach with hands and arms. Occasionally the employee must use hands to finger, handle or feel. The employee may infrequently be required to walk.
- The employee is infrequently required to lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- The employee frequently has routine workflow and attentiveness duration. The employee occasionally works with time constraints, flexibility and attentiveness intensity. Guidance, reinforcement and co-worker support are available. The employee is constantly involved in social interactions which frequently require oral and written communications.
- Mathematics, reasoning and problem solving are frequently used/required on the job.
- Memory, estimating and judgement are occasionally used/required on the job.
- Overall fitness to perform frequent walking, sitting, or standing for long hours; ability to lift heavy items up to 50 lbs. Occasionally work varying shifts.

Reports To: Golf and Parks Director

Incumbent Signature:	Supervisor Signature:
Date:	Date: