

BUENA VISTA UNIVERSITY GOLF COURSE AT LAKE CREEK

JOB DESCRIPTION

JOB TITLE: Business Operations Manager / Assistant Golf Coach Buena Vista University

DEPARTMENT: BVU Golf Course at Lake Creek / BVU Athletic Department

REPORTS TO: Lake Creek Board of Directors & Director of Golf

PURPOSE OF POSITION: The purpose of this position is to strengthen the relationship previously formed with Buena Vista University and Lake Creek Country Club. This position will lead the day-to-day operations of BVU Golf Course at Lake Creek along with assisting the head golf coach in providing leadership for both the Men's and Women's golf programs. This individual will support the mission of the university and bring knowledge and passion for the game of golf. The Assistant Coach shall conduct these efforts within spirit, policies and rules of Buena Vista University, the American Rivers Conference and the NCAA Division III in a manner that will further the fitness, wellness, personal, social, and academic development of Buena Vista's students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage all day-to-day business operations at BVU Golf Course at Lake Creek to include:

- Manage Golf Course Pro-Shop
- Manage Food and Beverage Operations
- Hire, Train and Supervise Staff
- Complete all daily, monthly, and yearly financial requirements.
- Develop and implement annual business plans and budgets.
- Coordinate closely with the Director of Golf for Tournaments, Outings, and Leagues
- Manage technological duties / Social Media accounts for Lake Creek

As Assistant Golf Coach Buena Vista University

- Support and assist with recruitment efforts for the golf program.
- Assist the head golf coach development of players.
- Other duties as assigned by the Head Coach and Athletic Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of and ability to demonstrate golf skills and strategies.
- Ability to establish and maintain professional working relationships with golf course members, staff, student-athletes, athletic personnel, and all university constituents.
- Ability to organize and prioritize work and have excellent communication skills.
- Ability to work well independently as well as a part of a team.
- Knowledge of NCAA regulations and guidelines governing the recruitment and retention of student athletes.

For additional information contact: Joe Powell, BVU Director of Golf at powellj@bvu.edu or Mike Wilson, Lake Creek Board President at wilsonam@mchsi.com