

POSITION ANNOUNCEMENT

Hamilton County Conservation Board

Title: Golf Course Clubhouse Manager/Pro – Briggs Woods Golf Course

Status: Exempt

DESCRIPTION: The Hamilton County Conservation Board is seeking a qualified applicant for a full-time golf course clubhouse manager position to be located at Briggs Woods Golf Course, Webster City, Iowa.

DUTIES: Under the general supervision of the Executive Director and in relationship of the Golf Course Superintendent, participates in and manages the ordering, purchasing and storage of food and drink for clubhouse customers. Hires, supervises and manages clubhouse staff in providing appropriate services to users of the facilities, such as food preparation and serving. Drink sales along with collection of fees and other normal golf related services. Creates marketing, advertising and promotion of the Briggs Woods Golf Course, offers pro shop sales, lessons and camps. Manages all aspects of tournaments and outings.

QUALIFICATIONS: Graduation from an accredited college preferred in business management and or customer service, related to the field. Previous supervisory training and experience is preferred. Have the ability to work under all types of weather conditions and withstand rigorous physical work. Have the ability to stand, walk, sit, kneel, stoop, balance, climb and able to lift up to 50 pounds above the head. Ability to work flexible work days and hours to accommodate work as assigned.

SALARY: Salary is \$35,000 per year. Additional income available through camps, lessons and pro shop sales. 40 hour non-scheduled work week with weekend and evening duties. Standard county benefits including IPERS. Other benefits may apply.

TO APPLY: Send resume, cover letter and references to the main office:

Hamilton County Conservation
2490 Briggs Woods Trail, Webster City, Iowa 50595.
% Brian Lammers, Executive Director

DEADLINE: Application open until position is filled

