



Springbrook Country Club

Clubhouse Manager – Job Description (October 2026)

Position Overview

The Clubhouse Manager directs all aspects of the Club—clubhouse, golf, and administration assuring high standards of service, financial stability, and member satisfaction. Reports to the Board of Directors.

Key Responsibilities – include but not limited to:

Leadership & Administration

- Monitor daily operations and customer satisfaction.
- Manage personnel: hiring, training, payroll, evaluations, corrective action.
- Maintain facilities and physical assets.
- Develop budgets, forecasts, and long-range business/capital plans.
- Oversee accounting, banking, audits, cash flow, and safeguard assets.
- Ensure compliance with laws, leases, and contracts.
- Establish and implement policies, procedures, and training manuals.
- Communicate regularly with the Board and foster open club communication.

Finance & Marketing

- Create marketing plans, promotions, newsletters, and social media content.
- Drive membership sales, assist prospects, and orient new members.
- Analyze financial statements; report monthly to Board.
- Manage delinquent accounts.

Food & Beverage / Events

- Ensure quality service for golf and social functions.
- Organize social events and direct publication of promotional materials.

Golf Operations

- Track membership, guests, carts, fees, and records.
- Oversee golf cart fleet, merchandise sales, and inventories.
- Administer handicap program.
- Collaborate with superintendent on course playability and tournaments.
- Organize golf events, junior lessons, and programs.

Desired Knowledge, Skills & Traits

- Strong knowledge of golf, operations, and events/tournaments.
- Supervisory and organizational skills; customer-focused attitude.
- Excellent communication skills (oral/written).
- Proficiency in Microsoft Office, social media, tournament/handicap apps, and club management software (Clubessential).