**Position Available**

**Great Chebeague Golf Club**

**Chebeague Island, Maine**

**November 1, 2015**

Position Title: Clubhouse Manager

Salary: $10,000-$12,000 per season, depending on experience and qualifications

Dates: May 22, 2016 – October 12, 2016

Reports to: 1st Vice President

General Description: The Clubhouse Manager is responsible for the overall operation of the clubhouse of the Great Chebeague Golf Club.

Specific Core Responsibilities:

1. Recruiting, training, supervising and scheduling other clubhouse staff.
2. Preparing the clubhouse, including pricing and display of merchandise, credit card and record keeping systems and supplies and equipment, for opening in the spring, managing it throughout the golfing season and closing it in the fall.
3. Developing and implementing standard procedures for welcoming and orienting golfers who are unfamiliar with the course, including with regard to safety and other club rules.
4. Managing the rental, repair and scheduling of motorized carts and push carts.
5. Managing the club’s credit card account, operating the cash register, telephone and other clubhouse equipment and systems.
6. Conducting a full inventory of all merchandise and supplies at the beginning and end of each golf season.
7. Developing and implementing a system for communicating with the Golf Course Superintendent, Chair of the Greens Committee and club members about upcoming events, transient groups and course closures.
8. Ensuring cleanliness and proper functioning of the interior and exterior of the clubhouse.
9. Developing and maintaining an effective system of posting notices and information concerning club operations for members and the public.

Other Desirable Responsibilities:

1. Assisting the Club Secretary with maintaining the club’s social media presence.
2. Assisting Club Secretary, as appropriate, with email communications with club members.
3. Assisting Club Secretary, as appropriate, with maintaining the membership contact information.
4. Becoming familiar with the Golf Handicap Information System.

Essential Qualifications:

1. Effective management skills and experience.
2. Effective communication skills, both written and oral.
3. Effective supervisory skills.
4. Adept at basic computer skills, such as word processing, email and spreadsheets.

Desirable Qualifications:

1. Experience in retail and merchandising.
2. Knowledge of golf.
3. Familiarity with social media.

Closing Date for Applications: February 28, 2016

Send letter of application and current resume to: Carl Tubbesing ([carldt@gwi.net](mailto:carldt@gwi.net); 6 Scotch Pine Drive, Freeport, Maine 04032)