



Full Time Job Opportunity

Golf & Ski Operations Manager



ABOUT US: The Bartlett Park District is an independent local government agency that provides 597 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, IL and surrounding neighbors. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 44 parks, a community center, two aquatic centers, two golf courses, banquet facility, ski hill, athletic field complex, nature center, and more.



JOB SUMMARY: Reporting to the Superintendent of Villa Olivia, the Golf & Ski Operations Manager is responsible for the daily operations of Villa Olivia's beautiful 18 hole golf course, Apple Orchard's 9 hole golf course, and ski and snow hill areas. Examples of duties include:

- ❖ Oversee daily operations of the golf (Villa Olivia & Apple Orchard) and ski areas, including but not limited to, open and close facility for the season; facility hours; tee time management; promotions and marketing; group outings, tournaments, and lessons.
- ❖ Supervise full time and part time seasonal staff including interview, hire and terminate, schedule and assign duties, troubleshoot problems, discipline, evaluate, and train.
- ❖ Manage golf, ski and POS software programs.
- ❖ Establish systems and procedures for golf and ski operations.
- ❖ Set and achieve goals and objectives on time.
- ❖ Coordinate and oversee golf outings.
- ❖ Supervise golf cart fleet services and agreements.
- ❖ Coordinate purchasing, pricing, display, and promotion of merchandise.
- ❖ Market, publicize and promote offerings.
- ❖ Assist with budget and equipment bid preparation.
- ❖ Perform other duties as assigned.



QUALIFICATIONS: Qualified candidates must have a Bachelor's degree in facility operations, business, sales, or closely related field. Minimum of three (3) years' experience in facility operations or recreational programming required. Experience in golf or ski operations preferred. Must possess excellent management, communication, and computer skills with proven experience in social media and focus on customer service.

SCHEDULE & PAY: This is a full time, year-round manager level position. Forty hours per week includes working evenings and weekends on a consistent basis. Target hiring range is \$47,000 to \$57,000 DOQ (dependent on qualifications).

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package, including:

- ❖ Medical & Prescription Coverage
- ❖ Dental & Vision Coverage
- ❖ Life Insurance (basic & voluntary)
- ❖ Pension/ Defined Benefit Plan (IMRF)
- ❖ Short- and Long-Term Disability (IMRF)
- ❖ 457 Plan/ Defined Contribution Plan
- ❖ Flexible Spending Accounts
- ❖ Paid Holidays, Personal Days, Vacation, Sick Time
- ❖ Tuition Reimbursement
- ❖ Park District Facility Discounts and Usage Benefits

APPLY TODAY!

Visit us at www.bartlettparks.org – click on “Employment” under the “Quick Links” section.

Please include Resume and Cover Letter.

Application Deadline: September 17, 2018

“We Create Fun by providing the finest in Parks, Programs, and Recreational Facilities for our Community.”