**Washington Golf and Country Club Clubhouse Manager**

**Title:** Clubhouse Manager/ Event Coordinator

**Classification**: Supervisory

**Salary** **Range**: Negotiable

**Supervisor**: Board of Directors/ House Committee

**Job Summary:** The Clubhouse Manager is responsible for overseeing and conducting the day to day operations of the clubhouse, pro shop, and bar areas of WGCC. This position must put an intense focus on public relations and customer service to ensure that all members and guests are satisfied with their experience at WGCC. The primary emphasis of the position is the Clubhouse manager during the golf season and some duties in the non-golf season.

**Basic Functions-Clubhouse Manager:**

* Responsible for all activities taking place in the Clubhouse.
* Develops and maintains an operating budget including payroll, inventory, utilities, and all other expenses required to operate the facility.
* Management of Accounts Payable and Receivables and will work closely with WGCC treasurer.
* Give routine reports to WGCC Board/House Committee about upcoming events, inventories, profits/losses etc.
* Promotes and Market WGCC to attract new members and events.
* Recruits, hires, schedules, and trains clubhouse staff.
* Maintains appearance and cleanliness of clubhouse areas.
* Orders and manages supplies and equipment as needed, within the approved budget.
* Updates and maintains WGCC website, social media accounts, and calendars.
* Enforces all Club rules, regulations, and policies for WGCC Staff, Members, and Guests.

**Knowledge & Skills Required-Clubhouse Manager:**

* Knowledge of bar and special event management
* Personal focus on record keeping- financial, inventory, payroll
* Skills in recruiting, supervising, training, monitoring, evaluating, and motivating personnel

**Minimum Qualifications:**

* Computer skills required for budget/financial reporting and control of operations
* Proven focus on customer service
* Prior experience in Clubhouse management and or Service Industry preferred but not required
* High School Degree or equivalent
* Valid Driver’s License

**Work Conditions:**

Work is mainly indoors but, may require some outdoor work and possibly in some limited extreme conditions. Contact with members and public will be frequent. May be required to attend meeting(s) in the evening or at other announced times. Some travel may be required as part of professional development and representation of WGCC. This position does require evening and weekend hours. Must be able to lift a minimum of 50 pounds.