DELISLE VALLEYVIEW GOLF CLUB

CLUBHOUSE MANAGER

JOIN OUR TEAM

Delisle Valleyview Golf Course is seeking an organized, customer-focused leader to manage the day-to-day operation and continued development of our clubhouse and member and guest services.

THE ROLE

Reporting to the volunteer Board of Directors, the Clubhouse Manager provides leadership to clubhouse staff, delivers excellent customer service, supports membership growth, develops revenue opportunities and coordinates clubhouse activities with the Superintendent and grounds crew. **This position does not oversee grounds operations.**

KEY RESPONSIBILITIES

- Lead clubhouse staff, including recruitment, training, supervision, scheduling and team communication.
- Oversee daily clubhouse operations, facility cleanliness and safety, bookings, events and clubhouse-related maintenance.
- Manage food, beverage, retail and merchandise inventory, ordering, sales and applicable liquor-licensing requirements.
- Deliver welcoming service and build positive relationships with members, visitors and the golfing community.
- Promote membership, club programs, tournaments and social events; develop sponsorships, marketing and new revenue opportunities.
- Monitor day-to-day revenues and expenses, complete till reconciliations and timely deposits, and work collaboratively with the separately hired Bookkeeper on financial records and reporting.
- Provide operational updates and reports to the Board and work with the Clubhouse Committee as directed.

WHAT WE'RE LOOKING FOR

A dependable, positive and organized team leader with strong customer-service, communication and people-management skills. The successful candidate will be comfortable balancing daily operations with planning, programming and revenue development, and will bring a professional, community-minded approach. Flexibility to work evenings, weekends and holidays is required as the operation needs.

INTERESTED IN APPLYING?
Please submit your application to:

dgcc.bod@gmail.com

Help make Delisle Valleyview Golf Course a welcoming place to play, connect and belong.