



Position Description

Position: Golf Driving Range Supervisor	Position Number: 464501
Department/Site: Golf Pro Shop/Range at Citrus	FLSA: Exempt
Evaluated by: Vice President of Financial and Administrative Services	Salary Range: 7

Summary

Under the general direction of the vice president of financial and administrative services, the position of golf driving range supervisor is responsible for overseeing the operation of the Citrus College Golf Driving Range which includes; over seeing all financial aspects, maintenance, setting up private and group lessons, advertising, promotions, purchasing merchandise and equipment, and maintaining relationships with our local schools, and local city and community groups.

Essential Duties and Responsibilities

- Keep the range open, with a trained staff and running smoothly seven days a week.
- Maintain the appearance of the Range, with grass well groomed, at all times.
- Make and maintain contact with our local high school and university coaches to allow them to use the facility during golf season for their team practices.
- Make contact with local secondary and middle schools to discuss how the Range can help the students become interested in playing golf. Set up after school programs for the students.
- Plan, advertise, and follow through with special events.
- Assist various chambers of commerce with fund raisers.
- Oversee all financial obligations and transactions.
- Set up private golf lessons and contract instructors to teach.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

- Knowledge of the sport of golf.
- Knowledge of equipment and supplies used in the sport of golf.
- Knowledge of modern business practices including financial recordkeeping, inventory, purchasing, and supervision of personnel.
- Knowledge of promotional and advertising strategies.
- Knowledge of state and federal laws regulating commercial enterprise operations.
- Knowledge of appropriate computer hardware and software.
- Customer service skills.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.



Position Description

- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Use effectively garden tools, lawn equipment including mowers, blowers, and edgers.

Physical Abilities

- Requires sufficient ambulatory ability to stand, lift, and place light-to-medium weight items (under 50 pounds) onto shelves or displays on a continuous basis.
- Requires sufficient hand-eye coordination to use a small vehicle with special hand controls and computer keyboard and cash register.
- Requires sufficient visual acuity to recognize people, numbers, and words.
- Requires auditory ability to carry on conversations in person.

Education and Experience

- Possession of an associate's degree and two years related experience.

Preferred Qualifications

- Possession of a bachelor's degree in physical education, business administration, management or a related field is preferred.
- Experience in the supervision of a commercial enterprise preferred.

Licenses and Certificates

- Requires a valid driver's license.

Working Conditions

- Work is performed indoors and outdoors.