



**100 E. Michigan Blvd. / Suite 2  
Michigan City, IN 46360-3293  
Phone (219) 873-1506  
www.emichigancity.com**

### **FULL TIME GOLF MANAGER JOB POSTING**

Applicants must be 21 years of age or older. The deadline to submit applications and resumes is Thursday, January 13, 2023, by 4 pm CST.

Applications and resumes may be submitted to Park Superintendent Ed Shinn:

- Email: [eshinn@emichigancity.com](mailto:eshinn@emichigancity.com)
- Mail: Ed Shinn, 100 E. Michigan Blvd., Michigan City, IN 46360, or in person Monday through Friday between the hours of 8:30 am and 4 pm CST, excluding holidays

#### **EMPLOYEE BENEFITS:**

- Health insurance
- Wellness program
- Life insurance
- Paid sick time
- Paid vacation time
- Longevity pay
- Vacation bonuses pay
- Retirement plan

**Salary:** \$55,000 annually

#### **COURSE DESCRIPTION**

The Michigan City Municipal Golf Course is 156-acre facility located in the extreme east section of Michigan City in the Golfview neighborhood. The Michigan City Municipal Golf Course serves the region with two 18-hole courses and is the only 36-hole facility in LaPorte County, and one of very few in northwest Indiana.

The North Course features executive style golfing, including 3,531 total yards and a challenging par of 60. Featuring an exciting mixture of both par three and par four holes, this course is perfect for the beginner with fewer complex distractions while offering several golfing challenges such as hills, doglegs, short holes, sand traps, and water hazards.

The South Course features a challenging 18-hole course, with a par of 72. Playing to a total of 6,169 yards, the South Course is a favorite to all golfers, from the newcomer to the seasoned player. On the South Course you'll find a mixture of exciting golf challenges such as hills, short holes and long holes, doglegs, sand traps and water hazards. Besides great golfing, we also offer outings.

The South Course features a retail merchandising area and a snack shop which serves food, beer, and wine. There is also a beverage cart with point-of-sale capabilities.

## **GOLF MANAGER POSITION SUMMARY**

Manage two 18-hole golf courses, two clubhouses, concession operation, and management of the retail merchandise operation.

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Position serves as Golf Manager of the Michigan City Municipal Golf Course,  
Golf Manager reports directly to the Park Superintendent.

## **DUTIES**

Supervises assigned staff, including making work assignments, scheduling, interviewing position applicants, making hiring recommendations, providing corrective instruction, and providing training.

Responsible for daily collection, accounting and depositing of all daily fees and rentals.

Execute, maintain, and submit all paperwork in the time frame required by the Park Superintendent.

Enforce all city, Park Department and golf course rules and regulations. Implement and maintain "speed of play" policy.

Order and maintain all clubhouse and snack shop supplies, inventory, and equipment.

Manage golf cart fleet rentals including cleaning, fueling and fleet rotation.

Maintain close relationship with Greens Superintendent especially regarding the shared golf course budget.

Promote golf course through media and other channels in a service oriented and professional manner.

Provide inventory report monthly, financial status reports regarding golf shop sales and a monthly profit and loss statement for the concession operation.

Propose to Superintendent recommendations for pricing, play, marketing, and course management; submit recommendations to Superintendent for Park Board review and approval for the following year.

Schedule and oversee all leagues, tournaments, and outings.

Manage tee times and recommend tee time policies to the Superintendent.

Performs related duties as assigned.

## **RESPONSIBILITY**

Golf Manager will operate within general guidelines and departmental policies, with desired results of work clearly specified. Unusual problems are discussed with the Superintendents and incumbent is responsible for exercising independent judgment in applying departmental policies in a variety of situations and circumstances. Work product has a significant impact on departmental operations, and quality of work is periodically assessed based on technical accuracy, compliance with department policy and legal requirements, and safety.

Directly supervises up to 15 non-supervisory seasonal employees. Carries out supervisory responsibilities in accordance with city policies and applicable laws.

## **SKILLS AND KNOWLEDGE**

High school diploma or GED required – College Degree Preferred.

Ability to meet all department hiring requirements, including passage of drug test.

Knowledge of applicable safety precautions and procedures.

Previous golf management experience and business acumen required.

Ability to schedule events.

Ability to supervise assigned staff, including making work assignments, interviewing position applicants, making hiring recommendations, providing corrective instruction, and providing training.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to comply with all employer and departmental policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or maintain confidentiality of, department records and information according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work with others in a team environment, work on several tasks at the same time, and work consistently for long periods, occasionally under time pressure.

Ability to plan and layout assigned work projects, apply knowledge of people and/or locations, and perform arithmetic calculations.

Ability to read and interpret detailed prints, sketches, layouts, and specifications. Ability to prepare detailed reports.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

The Michigan City Municipal Golf Course uses the GolfNow point-of-sale system.

## **PHYSICAL EFFORT**

Incumbent performs many functions involving, driving, sitting for long periods, sitting/walking at will, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, crouching/kneeling, bending/reaching, color/depth perception, close/far vision, handling/grasping/fingering objects, hearing sounds/communication, and speaking clearly. Prolonged, intense physical strain is not associated with normal operations.

## **WORKING CONDITIONS**

Incumbent performs majority of duties in a clubhouse environment and outdoors, including working in extreme hot/cold temperatures, working in wet/icy surroundings, walking on uneven terrain, working with or near chemicals, fumes, odors, dust, and dirt, and working in a noisy environment.

Incumbent works extended hours, weekends, and evenings, travels out of town for continuing education, but not overnight, and responds to emergencies on a 24-hour basis.