



The City of Grand Rapids, Minnesota, invites you to apply for the position of Director of Golf at the Pokegama Golf Course.

Director of Golf

**Pokegama Golf Course
3910 Golf Course Road
Grand Rapids, MN 55744**





About the Facility:

Located in Grand Rapids, Minnesota, Pokegama Golf Course is an 18-hole championship layout on the shores of beautiful Pokegama Lake. It is a hometown favorite not just for the views, but also for the challenge.

Pokegama golf course opened as a 9-hole course in 1928. The second nine was added in 1978. The Par for the course is 71/72. From the back tees the course plays to 6,481 yards. From the forward tees the course measures 4,000 yards. There are 7 tees/combo tees to suit any length hitter. A new clubhouse was constructed and opened in 2010. The clubhouse overlooks the 18th green and provides beautiful views of Pokegama Lake. Pokegama Grill was also established in 2010 and has become a favorite destination of not only golfers, but locals and tourists too.

Golfers and diners enjoy docking their boats and pontoons on our extensive dock system while they golf, dine, or enjoy a beverage on our patio that overlooks the lake.

Job Description Summary:

The Director of Golf is a department head position responsible for providing leadership and development of golf activities. This position is responsible for all facets of the Pokegama Golf Course. The Director of Golf performs difficult professional work supervising the facilities, operations and staff of the Pokegama Golf Course, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Council. Departmental supervision is exercised over all personnel within the department. The Director of Golf prepares and executes the annual budget, keeps the necessary records, and submits reports as directed. The Director of Golf is responsible for programming and coordinating with the various clubs and special interest groups, including school programs. The Director of Golf supports, leads, directs, and supervises the work activities of full-time and part-time personnel at the Pokegama Golf Course.

Essential Duties and Responsibilities:

- The Director of Golf will report directly to the Golf Board and City Administrator. The Director of Golf will be responsible for all staff, operations, programming, finances, facilities, and department operations including annual budgets.
- Monitor the performance of all daily operations ensuring all departments within the Pokegama Golf Course are keeping up with the highest standards. This would include associate morale, communication, training, and a functional organizational structure where all players on the team know their responsibilities.



- Aid the supervision of both food and beverage and grounds department through department heads. Oversee the compliance of food and beverage contracts.
- Support and help grow the game of golf for all different groups, including school programs such as junior golf and golf in school programs, that are a valuable part of the golf community. This includes new and existing programming that will encourage continued participation at the club. Experience in securing grants that benefit junior golf programs.
- The Director of Golf will be required to operate the club in a fiscally responsible manner. This would include ensuring that the budgets are adhered to.
- The Director of Golf will have the ability to present monthly financial reports to the Golf Board while effectively explaining variances when they occur.
- Strong understanding of financial statements, expenses, and margin controls.
- Strength in running day-to-day operations with a strong understanding of golf course structure and management.
- Supervise pro shop personnel / direct daily operations of the pro shop and merchandise.
- Serve as a community liaison for the club. Meet with special interest groups to positively impact growth in membership, and daily fee play.
- Develop a vision and marketing/sales plan and oversee the implementation of the plan.
- Responsible for the overall direction, coordination, and evaluation of golf operations; manage day-to-day personnel functions; carries out supervisory responsibilities in accordance with facilities policies and applicable laws.
- Direct outside golf operations, ensuring the outside golf supervisor properly controls patron and guest services. Responsible for the set-up and maintenance of practice range, the starter, ranger, and cart maintenance.

Please see full job description for additional duties, required knowledge, skills, and abilities, education and experience, and the physical demands of the position.

Qualifications, Education, and Experience:

- A minimum of five (5) years experience in all aspects of golf course operations is required. A minimum of three (3) years of supervisory experience for full-time and part-time staff.
- Class A Member of the PGA or the ability to obtain within a reasonable period of time. Other related golf certification(s) a plus.
- Preference for Bachelor's degree in Golf Management, Business Administration, or related field.
- Outstanding interpersonal skills (e.g., optimistic, respectful, honest, trustworthy, reliable, organized, decisive, able to delegate, a good communicator and listener, open to diversity of ideas, and able to follow through).



Qualifications, Education, and Experience (Continued):

- Candidate should have a progressive career path with a proven record of providing outstanding service at the highest level possible.
- Capable of managing budgets and financial forecasting with an understanding of all facility's fiscal dynamics.
- Class D Minnesota driver's license with no suspensions or revocations within the past five (5) years or have the ability to obtain upon hire.

Compensation and Benefits:

The City of Grand Rapids/Pokegama Golf Course provides an excellent and comprehensive benefits package, which includes:

- Fully paid health insurance for single policy or family policy
- Fully paid dental insurance
- Fully paid vision insurance
- MN Public Employees Retirement Association
- 457 Deferred Comp
- Flex Benefit Spending Account (FSA)
- Tuition Reimbursement Program
- Flexible Time Off (FTO)
- Extended Medical Benefit (EMB)
- Cell Phone
- Paid Holiday's – 12 ½ per year for full-time employees
- PGA Dues Paid
- PGA education allowance or reimbursement upon successful completion of Class A PGA Membership

The starting salary range is \$73,536.00 - \$93,448.00, plus benefit of owning and operating golf pro shop.



How to Apply:

Interested candidates should apply by October 13, 2023, at 4:30 p.m. by submitting a completed City of Grand Rapids Employment Application, cover letter, resume, and three (3) professional references to:

Chery Pierzina/Human Resources Officer
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744
(218) 326-7606
cpierzina@grandrapidsmn.gov

All application materials must be fully completed and signed for consideration. Applications will not be accepted at the Pokegama Golf Course.

We are an Equal Opportunity Employer committed to diversity and strongly encourage applications from candidates of all backgrounds.