



## **Golf Course Manager**

**Status:** Exempt

**Job Summary:** The Golf Course Manager for the Cedaredge Golf Course is responsible for overseeing and managing the complete scope of the golf course, including the golf shop and golf shop operations; personnel; property, buildings and equipment; pass holder/guest relations, public relations and marketing; daily operations; and short- and long-term planning and financial goals. The Manager must put an intense focus on public relations and customer service and work towards ensuring that annual pass holders and guests are satisfied with their experience at Cedaredge Golf Course. The Manager additionally supervises and provides direction regarding all golf play related issues from inventory and equipment purchases to rules and instruction.

**Supervision received:** Works under the general supervision of the Town Administrator

**Supervision exercised:** Supervises Superintendent, seasonal golf shop and cart attendants; coordinates and supervises volunteer groups as needed

**Specific duties and responsibilities:** The following are illustrative only and are not all-inclusive:

- Responsible for all activities and events that take place at the Cedaredge Golf Course
- Develops and maintains an operating budget, including payroll, inventory, utilities and all other expenses required to operate the facility and programming.
- Orders supplies, inventory and equipment as needed, within the approved budget
- Works closely with the Town Administrator and Golf Course Superintendent to coordinate on issues related to the Course
- Recruits, trains, schedules, and manages seasonal/part time staff
- Oversees all tournaments conducted by the Course and works closely with the many outside entities that host tournaments at the Course
- Plans and implements marketing programs and promotions; executes annual pass holder and guest communication via website, social media and e-newsletter
- Administers and enforces all Course rules, regulations and Town policies
- Directs pro shop operations including Point of Sale and Reservation system setup, operation, and maintenance; GHIN Handicapping system setup, operation, and maintenance; adhering to cash and systems controls to ensure the safekeeping of assets, inventory and resources
- Maintains accurate records and accounting of rounds, fees, annual pass holders and other data as necessary or needed
- Maintains and revises as necessary SOPs and operations manuals
- Maintains a list of area teaching pros; coordinates lessons for guests and pass holders

- Coordinates with the food and beverage lease holder for daily food service, tournaments and special events
- Establishes sales goals and forecasts for golf programs, services, and staffing
- Supervises and directs play including controlling play and the pace of play in accordance with course rules; posting and calling attention to club rules, enforces club rules as necessary, and identifying and immediately mitigating hazardous or dangerous conditions within the clubhouse or on golf course grounds
- Promotes the game of golf and the Cedaredge Golf Course including but not limited to organizing and conducting tournaments and events; developing, promoting, and conducting golf instruction programs; teaching the proper techniques and skills necessary to enjoy the game of golf, and teaching the rules of golf
- Works closely with the various established clubs and programs, including the First Tee Program affiliation
- Other related duties as required or assigned

**Required knowledge, skills and abilities:**

- At least three years' experience in the golf industry plus 2-4 years of education in relevant field preferred; or 3-5 years in management or related experience
- PGA certification or a commitment to become a PGA certified within one year
- Knowledge of the game of golf, golf rules and methods of play
- Knowledge or experience in event/tournament management
- Interpersonal skills to maintain effective working relationships with the annual pass holders, guests, elected officials, town staff and the general public
- Ability to communicate both orally and in writing
- Must be able to work independently and be a self-starting problem solver
- Ability to develop, implement and evaluate programs and policies
- Ability to plan, direct and supervise the work of employees
- Thorough understanding of fundamental business planning and operations
- Working knowledge of overall golf course operations including pro shop, pass holder services, tournament operations, retail inventory and merchandising, business environment and marketing principles, agronomic principles, course setup, and applicable laws
- Strong computer skills and skilled in the use of typical office equipment
- Valid Colorado driver's license

**Working Conditions:**

- Work is mainly indoors but may require some outdoor work
- Contact with user groups and the general public is frequent
- May be required to attend meetings in the evenings or at other announced times
- Some travel may be required as part of professional development
- The position will require some evening and weekend hours, especially in peak season

**Salary and Benefits:** The annual salary ranges from \$46,458 - \$57,765 depending on education and experience, as outlined in the adopted [Town of Cedaredge Wage Scale](#). In addition to the annual salary, available benefits include health, dental, vision, AFLAC,

6% retirement match, FICA match, worker's compensation, 11 paid holidays, golf greens fee privileges, Triad Employee Assistance program, vacation leave, wellness leave, premium time (after one year of employment), life insurance and long term disability. Please refer to the adopted [Town of Cedaredge Employee Handbook](#) for specific details.

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