

Parks Board Resolution 2024-05.
A Resolution of the Logansport Parks and Recreation Board
Regarding the need for a Clubhouse Manager
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WHEREAS, The Logansport Parks & Recreation Board governs the facilities within the Logansport Parks Department as provided by the Logansport City Council Ordinance 97-42; and

WHEREAS, All maintenance and operations of the Dykeman Park Municipal Golf Course is overseen by the Golf Course Manager; and

WHEREAS, The Golf Course Manager regularly spends 60-70 hours weekly in all aspects of keeping Dykeman Park Municipal Golf Course operating smoothly; and

WHEREAS, a Clubhouse Manager/Golf Operations Assistant would provide the additional support necessary to continue daily golf course operations within the clubhouse with high quality customer service, concessions, and pro shop goods; and

WHEREAS, a Clubhouse Manager/Golf Operations Assistant is a new position for the City of Logansport to employ in a full-time position and would replace the current full-time maintenance position; and

WHEREAS, the Logansport Parks & Recreation Board does now desire to provide this enhanced level of customer service at Dykeman Park Municipal Golf Course by hiring a Clubhouse Manager/Golf Operations Assistant in a salaried position effective July 1, 2024.

NOW, THEREFORE BE IT RESOLVED by The Logansport Parks & Recreation Board of the City of Logansport requests that:

SECTION 1: The attached job description shall be utilized for the Clubhouse Manager of the Logansport Parks & Recreation Department as a guideline for establishment of wages, hiring a qualified person, their duties & responsibilities, and to set goals for this position.

SECTION 2: Salary for the Clubhouse Manager will be available effective July 1, 2024 at the salary range of \$40,000 - \$50,000 annually, plus all the benefits offered to full-time employees for the City of Logansport. Amendments shall be made to Ordinance 2023-23 regarding Salaries for Appointed Officials and Employees of the City of Logansport

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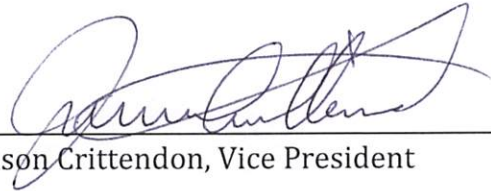
Indiana for the Year 2024.

SECTION 3: This resolution shall be in effect after its passage by the Logansport Parks & Recreation Board and the passage by the Logansport Common Council.

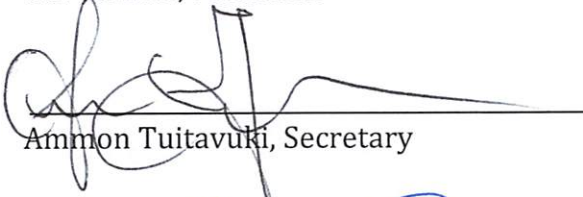
PASSED AND RESOLVED BY THE LOGANSPOK PARKS & RECREATION BOARD this 8th
day of May, 2024 with 5 in favor and 0 opposed.



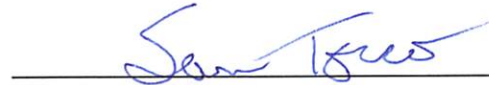
Dave Smith, President



Jason Crittendon, Vice President



Ammon Tuitavuki, Secretary

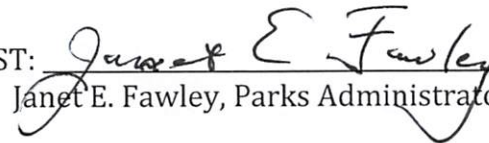


Sam Tocco, Member



Mike McCord, Member &
School Board Representative

ATTEST:



Janet E. Fawley, Parks Administrator

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Logansport Parks & Recreation Department
Job Description – Clubhouse Manager / Golf Operations Assistant

GENERAL STATEMENT OF JOB

The Clubhouse Manager / Golf Operations Assistant works in conjunction with the Parks Administrator, Golf Course Manager/Professional, and Superintendent to create a team-oriented atmosphere that will allow the golf course to thrive as a destination for golf and gatherings. Supervising the daily operations of the clubhouse and its staff, the Clubhouse Manager will strive to be efficient in promoting a “team” atmosphere in order to provide our guests with the best experience possible.

The Clubhouse Manager must be willing to work with the Course Manager/Professional to accomplish goals of the course, and orchestrate and run events that the course hosts.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Oversee the day-to-day operations of the clubhouse, ensuring a welcoming and efficient environment for all guests.
2. Manage and coordinate the clubhouse staff, including the assistance in hiring, training and scheduling.
3. Provide excellent customer service to guests, addressing inquiries, resolving issues, and ensuring a positive experience.
4. Plan and execute events held at the course/clubhouse, such as tournaments and golf outings.
5. Collaborate with the Head Professional in organizing and promoting golf events, lessons and clinics.
6. Coordinate tee time reservations and manage the golf course schedule efficiently.
7. Manage the pro shop, including inventory control, sales and customer service related to golf equipment and merchandise.
8. Be available to work with the Superintendent and groundskeeping team to ensure the golf course is well-maintained and meets high standards.
9. Participate in budget planning and manage finances related to clubhouse and golf operations.
10. Maintain accurate records of membership, events and financial transactions.
11. Facilitate effective communication between clubhouse staff, Head Professional and other relevant departments.
12. Promote course events and information effectively via the internet and various social media platforms.
13. Maintain and operate a website for the course.
14. Assist in providing reports to the Parks Administrator and Parks Board.
15. Responsible to safe and responsible handling of all cash and credit card receipts, and timely financial record keeping and reporting in accordance with the city policies and procedures.
16. Manage the day-to-day upkeep of the clubhouse and course facilities including but not limited to trash removal, picking range balls, and assistance in course upkeep.
17. Provide a safe and positive experience for all guests.
18. Make decisions along with the Superintendent for any daily play restrictions, such as carts-on-paths only, frost delays, etc.
19. Design and implement pace of play procedures that result in maximum revenue for the course.
20. Supervise the use of golf carts by guests.
21. Create marketing material and utilize email campaigns to communicate course happenings.
22. Assist in golf course projects if needed.

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23. Communicate course closings or course modifications if needed by the Superintendent.
24. Perform other duties as required.

PHYSICAL ABILITIES:

Lifting heavy objects; bending at the waist; stooping; kneeling or crouching; dexterity of hands to operate a variety of specialized equipment and hand and power tools; sitting for extended periods of time; standing for extended periods of time; walking over rough or uneven surfaces. Being able to submit a drug-free specimen for initial and random drug screens.

KNOWLEDGE, SKILLS, ABILITIES:

25. Current practices related to golf, golf course grounds and facilities.
 - Principles and practices of supervision and training
 - Budget preparation and control
 - Health and safety regulations and procedures
 - Plan, organize, coordinate and supervise the operations of the City Golf Course
 - Train, supervise and evaluate personnel.
 - Maintain current knowledge of technological advances in the field.
 - Analyze situations accurately and implement problem solving abilities.
 - Meet schedules and timelines.
 - Plan, organize and schedule personnel.
 - Work courteously and tactfully with customers and employees.
 - Have common knowledge in regard to technology and software (email, word, excel...)

QUALIFICATIONS & EXPERIENCE:

- College degree or advanced experience in customer service, marketing, merchandising or event management.
- Experience or familiarity with golf course operations including pro shop operation and course management operations.
- Possession of a valid Indiana State driver's license at the time of appointment or the ability to obtain one within thirty (30) days.
- Certified food manager license
- Alcohol Serving Employee Permit

INTERPERSONAL COMMUNICATION:

Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants. Includes receiving work assignments and instructions from immediate supervisor.

LANGUAGE ABILITY:

Requires the ability to prepare various reports such as budget preparation material, requisitions, time sheets, daily work reports, letters, injury/accident reports, employee appraisals, daily logs and project recommendations using proper format, punctuation, spelling and grammar.