



**General Manager
Salem Golf Club
Salem, Ohio**

About the Facility

The Salem Golf Club was established in 1921 when several Salem community leaders banded together to purchase the Timothy Gee Farm just south of Salem along State Route 45. The farm's gently rolling hills, steep cliffs and meandering stream was deemed the ideal spot upon which to establish a 9-hole golf course.

The Club's founders commissioned one of the nation's pre-eminent golf pros, William "Bertie" Way, to design their golf course. Way had been brought to Ohio by John D. Rockefeller to become the golfing pro at Mayfield Country Club. Subsequently, he would become an esteemed golf course architect – designing, among other courses, Firestone Country Club's famed "South Course".

With the addition of the second 9 holes in 1967, Salem's course features 6,409 yards of relatively hilly, tree-lined fairways. Golf Course Architect, Geoffrey Cornish, ASGCA, redesigned the course in 1981, making it the fine and challenging course that it is today. The Par 72 layout provides an excellent opportunity for golfers of all skill levels.

The original Gee barn, once a mere "caddy shack" with a hay-loft dance hall above, has been transformed into a stately colonial clubhouse with all of the modern amenities you could want. In addition to golf, there is an Olympic sized swimming pool and two clay tennis courts.

The club has 278 members, including 182 golf members, and plays approximately 7,500 annual rounds. The golf program offers an active schedule of member events and hosts several corporate/charity outings annually. The club also has an active social calendar of 50 or more events and hosts numerous Weddings and other events throughout the year.

Position Description:

To manage and oversee all facility operations including services, activities and relationships between the facility, its patrons, team members, community, government and industry, while reporting to the Board of Directors and

conducting him/herself in a professional fashion; coordinating and administering policies and procedures; producing all reporting requirements in a timely manner; training of team members; holding weekly meetings and directing the work of department managers; communicating of goals to the entire team; preparing, implementing and monitoring the budget; monitoring the quality of products and services to ensure maximum customer satisfaction in all departments. Also securing and protecting assets, including financials, the facilities and equipment.

Key areas of responsibility include:

- Develops and coordinates the development of long range and annual business plans.
- Coordinates the development of operating, cash flow and capital budgets while monitoring the accuracy of financial statements. Reviews income and expenses relative to plans, implements corrective measures as needed and reports status on a weekly and monthly basis.
- Manages and oversees all accounting, inventories, banking, audit procedures and cash flow and establishes controls to safeguard funds and assets, i.e. annual property inventory list and video, daily cash management and deposit of funds.
- Administers personnel and general policies and ensures proper hiring, training, supervising, development and corrective action in accordance with fair labor standards, safety
- Ensures and oversees the development of operating procedures, shift checklists and training manuals
- Develops and maintains a sound organizational structure.
- Monitors the performance of all daily operations, functions and services. Assures high standards and total customer satisfaction.
- Ensures accurate recording of hourly labor and timely, accurate payroll processing.
- Ensures and develops the emergency and safety procedures
- Meets, greets and welcomes members, prospective members and patrons.
- Advises or provides recommendations for capital improvements, supplies and equipment.
- Assures operational compliance with local, state and federal laws.
- Oversees the care and maintenance of all physical assets and facilities.
- Participates in the formulation of the annual and seasonal marketing and promotional plans.
- Coordinates and supports the marketing plan and promotional programs to recruit members and or patrons.
- Diplomatically enforce all rules and regulations of the club.
- Develops and monitors compliance with all purchasing policies and procedures.
- Ensures and initiates programs to provide members with a variety of innovative functions, programs and events.
- Attends and participates in weekly department, other employee, board and executive meetings.
- Contributes and coordinates all written correspondence, reporting, newsletters, manager's letters, etc.
- Participates in outside functions and activities deemed appropriate.

Experience / Qualifications:

Including, but not limited to, the following:

- 3-5 years' experience as general manager or assistant general manager preferred.
- The successful candidate will have experience and demonstrated achievement in the managerial and technical skills necessary to maintain and enhance the performance of the club's operations.
- A proven track record of strong budgetary and operational management skills with significant experience in recruiting, staffing and training, as well as overseeing a large operation.
- Excellent leadership, interpersonal and communication skills.
- Experienced in written and oral business communications.
- Experience with entire country club operations.

Application Instructions:



Application Deadline: January 13, 2019

- 1) Address your cover letter to Ms. Jill Harmon, President Board of Directors, Salem Golf Club**
- 2) Combine your cover letter, resume and any additional materials into one (1) PDF file**
- 3) Send your combined materials to Ms. Jill Harmon via email at salemgolfclub1921@gmail.com**





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