



---

# SPRING HILL

## COLLEGE

---

*Forming leaders engaged in learning, faith, justice and service for life.*

Memo to: College Community  
From: Human Resources *pat*  
Re: Open Position—PLEASE POST  
Date: March 22, 2021

Position: Pro Shop Manager, Spring Hill College Golf Course

Summary Description: Under the direction of the Director of Golf and Grounds Operations, performs a wide range of administrative duties, supervises golf course staff, and schedules play. The Pro Shop Manager may teach golf lessons to patrons. This employee uses considerable independent judgment while supporting effective business operations.

Description of Duties/Responsibilities:

*Essential Functions*

1. Works closely with College financial personnel on daily, monthly, and annual reports; approves all invoices for payments.
2. Consults with Director of Golf and Grounds Operations on course conditioning and daily, weekly, or monthly projects. Assists the Director of Golf and Grounds Operations in overall golf course management, including planning, budgeting, forecasting, monitoring, and corrective management.
3. Helps establish budgets and manages all revenue and expense accounts.
4. Hire, trains, supervises, and terminates all Pro Shop inside and outside staff.
5. Solicits bids, orders, displays, and prices merchandise for Pro Shop; prepares monthly inventories. The employee may be required to reconcile computerized cash register records and visual counts.
6. Plans weekly schedule for all employees inside and outside.
7. Coordinates plans with the Food and Beverage contractor (currently Aramark) for all course food and beverage needs, banquets, outside events, and catering for all golf functions.
8. Markets the Golf Course in a manner that effectively increases rounds and revenue while respecting the mission of Spring Hill College. This task includes all promotional materials, play recruitment, yield management, golf packages, and outside events.
9. Solicits corporate and individual memberships.

10. Confers with the Director of Golf and Grounds Operations and the assigned Finance and Accounting Office liaison (currently the Treasury Manager) monthly to review monthly reports and golf operations.
11. Maintains and operates the Pro Shop POS System.
12. Prepares financial reports of the daily operation of the course, including making deposits.
13. Performs other essential duties and tasks as assigned in order to maintain and promote a superlative professional image with the community.

#### *Marginal Functions*

1. Fills in for or aids either inside or outside staff as necessary.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of the College.
2. Knowledge of modern principles, methods, materials, vehicles, equipment, and tools used in the operation of golf course facilities.
3. Knowledge of safe work practices and applicable safety standards.
4. Professional golfing skills.
5. Ability to supervise all employees and work with other College employees and public constituents.
6. Ability to work with initiative toward customer satisfaction.
7. Ability to analyze and evaluate work situations using independent judgment, initiative, and firmness.
8. Ability to work varying hours, including nights and/or weekends if necessary.

#### Qualification Standards:

*Education/ Experience:* Previous experience working in the golfing industry required. Working knowledge of the golf game and products. Supervisory experience preferred.

*Licenses:* Possession of a valid driver's license and approval by the College's motor vehicle insurance carrier.

#### *Other Considerations:*

- Golf course is open 363 days each year. Must be able to work varying hours as needed.
- Hiring process includes, e.g., a criminal history background search.
- This person is considered a responsible employee in accordance with College Title IX policies.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

Review of applications starts immediately; open until filled. To apply for this position, please forward a cover letter, resume, and contact information for three work-related references to: Personnel Office, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608. E-mail: [pdavis@shc.edu](mailto:pdavis@shc.edu)