

Town of Caroga (Nick Stoner Municipal Golf Course)

Seasonal Clubhouse Manager

About Nick Stoner:

Constructed in 1925 and completed in 1935, the Nick Stoner Municipal Golf Course is located in Caroga Lake, New York. Nick Stoner is fully open to the public offering 18 holes in the beautiful Southern Adirondack Park. Currently the Town of Caroga is taking steps toward constructing a brand-new Golf and Clubhouse facility.

Job Description:

The Clubhouse Manager will primarily be responsible for assisting in the day-to-day operation of the Clubhouse. This position typically runs from April through November each calendar year. The Clubhouse Manager position is based on a 40-hour work week with flexible scheduling, some weekend days will be required based on golf outings. An individual's experience in golf is highly recommended but not ultimately necessary for the right candidate. Hourly rate is set at \$18.75

Job Tasks (Duties):

- ❖ Reports directly to Caroga Town Board / Golf Course Liaison
- ❖ Serve customers in the Clubhouse & Supervises employees and inventory control
- ❖ Respond to emails/phone calls and conduct appropriate social media postings
- ❖ Provide assistance in all Golf Outing and or Competitions
- ❖ Assist with marketing and customer relation programs
- ❖ Ensure all operating areas are presented in a tidy and clean manner
- ❖ Provide weekly scheduling of employees
- ❖ Work within the given Clubhouse Budget
- ❖ Able to use Microsoft / Google Docs for reporting and managing the POS system
- ❖ Ensure daily funds are reported to the Town

The above statements are intended to describe the general functions, skills, and knowledge of people assigned to this position. The employee may be required to perform other duties as assigned.

Benefits: Ability to opt into NYS Retirement program.