



**COMMONGROUND**  
HOME OF THE CGA



**COLORADO GOLF**  
ASSOCIATION

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<b>Position:</b>	General Manager	<b>Full Time Year Round</b>
<b>Department:</b>	Golf Operations	
<b>Reports to:</b>	CGA Executive Director/CEO	<b>Salary Range:</b> \$120,000 to \$150,000

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#### **POSITION DESCRIPTION**

The General Manager will serve as the leader in developing, maintaining, and implementing the management philosophy that guides and positively influences CommonGround Golf Course's golf operations team as directed by the vision, mission, and values of the Colorado Golf Association. The General Manager is expected to be the facility leader, responsible for establishing a safe, energetic, friendly, and customer-centric golf experience for golfers of all ages and abilities.

The job responsibilities of the General Manager include primary oversight of all CommonGround business functions including, but not limited to, human resources (onboarding, training, evaluating, and professional development), financial management (budgeting, revenue analysis, expense examination, capital projects, lease obligations, equipment fleet procurement, loan monitoring, risk management and assessment, etc.), and serve as the liaison for CommonGround with CGA senior management, CCGO board and the community as a whole.

#### **OPERATIONAL & ORGANIZATIONAL STRUCTURE**

The General Manager, Director of Golf Operations, Director of Agronomy, and Food & Beverage Manager work cooperatively to manage the golf course in an efficient and effective manner that addresses all customer service and operational needs. The Director of Golf Operations, Director of Agronomy and Food & Beverage Manager, report to the General Manager. The General Manager reports to the CGA Executive Director/CEO.

CCGO, LLC, a limited liability company doing business as CommonGround Golf Course, is a for-profit subsidiary of the CGA. The mission of CCGO is "To operate CommonGround Golf Course as a financially sound, environmentally sustainable, affordable golf course which furthers association missions, provides a laboratory for association programs, and contributes to the health and well-being of the community as a whole and the game of golf."

#### **EXPERIENCE & TRAITS:**

- Extensive experience as a primary business manager in golf operations.
- Extensive experience in financial oversight, budgeting, and reporting.
- Thorough knowledge of the methods used in the care and maintenance of golf courses.
- Thorough knowledge of food and beverage operations, laws, and regulations.
- Thorough knowledge of standard sales, merchandising, and marketing practices.
- Ability to effectively plan, assign, and supervise the work of subordinates.
- Ability to anticipate risk mitigation measures, business solutions, and plans of action.
- Ability to provide a high level of customer service with attention to detail.
- Skilled at planning and organization, with an ability to manage multiple tasks or projects.
- Skilled at delegating, developing, coaching, and mentoring others.

#### **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

- Work is frequently performed indoors and outdoors with frequent exposure to extreme temperatures.
- Work is performed in a daily fee golf course setting where golf operations occur year-round.
- Work performed is physical in nature and requires physical stamina and strength to:
  - Frequently sit to perform daily office tasks; occasionally stand and walk indoor/outdoor and over uneven terrain to inspect condition of clubhouse, practice facilities and golf course.

- Occasionally squat, bend, kneel, crawl, climb, reach overhead to perform clubhouse operational activities; constantly reach below shoulder and frequently twisting to perform office duties; frequently bend, twist, and reach below waist to instruct and demonstrate proper golf techniques.
- Occasional light/firm grasp, fine manipulation, and handling to properly use office equipment and tools.
- Frequent step up/down and actuate mechanism to safely operate and enter and exit golf cars and vehicles.
- Constant near acuity to perform office tasks; constant far acuity to observe golf course for operational needs and safety hazards; constant hearing to effectively communicate with guests, staff and to be aware of any possible dangers on golf course.
- Occasional lifting of up to fifty pounds from floor to overhead; occasional lifting and carrying of up to fifty pounds from ground to waist; occasional pushing of up to 100 pounds to transport merchandise and clubhouse supplies on a dolly.
- Ability to operate a variety of equipment, including pickup trucks, golf cars, and other golf operations-related equipment.

#### **MINIMUM JOB REQUIREMENTS**

- Bachelor's degree with major coursework in business, golf management, or a related field.
- At least five years of progressively increasing responsibilities and experience as a golf professional, golf course superintendent, director of agronomy, or director of golf.
- Proficient in Word, Excel, QuickBooks, and golf shop point-of-sale systems.
- Strong communication, management, planning, customer service, and problem-solving skills.
- Knowledge of current federal, state, and local laws and regulations affecting golf course operations.
- Must possess or be able to obtain a valid Colorado driver's license, provide proof of a safe driving record and maintain a safe driving record and a Colorado driver's license for continued employment.
- Ability to pass a background check.

#### **PREFERRED JOB REQUIREMENTS**

- Class A PGA Professional, Class A PGA Professional, or Certified GCSAA Member preferred.
- Previous experience as a general manager of a golf course.
- Experience with construction project management.

#### **BENEFITS**

- CGA pays 50% of health premium for employee, employee + spouse, or employee + family.
- CGA provides 10 days of paid leave for holidays plus "bonus" days at Christmas/New Year.
- Accrued PTO: New hires accrue 10.00 hours of PTO per paycheck.
- 401k: CGA matches up to 4% of employee contribution.
- Dental: CGA pays 100% of dental premium.
- Vision: CGA pays 100% of vision premium.
- Life Insurance: CGA pays 100% of premium on \$25,000 life insurance policy.
- HRA: CGA will pay up to \$2,500 for qualifying out-of-pocket medical expenses.
- Mileage Reimbursement: Mileage reimbursement for outside events.
- Mobile Office Allowance: \$100 per month stipend for cell phone and Internet.
- CGA provides all employees with a COSTCO membership.

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#### **EQUAL-OPPORTUNITY EMPLOYER**

Colorado Golf Association is committed to creating a diverse and inclusive working environment and is proud to be an equal opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, veteran status, or non-merit factors.

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#### **TO APPLY – Deadline – October 6, 2023**

Email the following documents to Ed Mate, CGA Executive Director/CEO | [emate@coloradogolf.org](mailto:emate@coloradogolf.org)

- Cover letter, Resume and professional references