

Zionsville Parks and Recreation Department

is conducting a search for Part-Time Staff for their 60- acre, 9-Hole Golf Facility.

Primarily, there are two key positions that have opened up due to voluntary retirement. In addition, there are also potential openings in the more typical, seasonal course maintenance staff and pro-shop staff that is employed for either the summer, or perhaps through the course's season of mid-March to end of November.

One of the prime positions is for the Golf Course Manager, primarily working as the overall course manager and particularly covering the pro shop, leagues and outings and fully managing such related staff (see additional information below). The second prime position is that of the Golf Course Greens Superintendent, primarily working as a greenkeeper, course caretaker, and fully managing that related staff (more information see below)

Both of these main positions are essentially year-round part-time. Each has fewer scheduled hours in the winter than that position would need during the course's typical season, especially during the busy summer hours from about May through August). Both positions need flexibility as they can require evening and weekend work depending on scheduled outings, weather issues, etc. For example, sometimes the course is closed all day because of cold or rain. Effectively both positions can work no more than 1500 hours in a year and we try and keep them to a **yearly average** of 3 days/week. Again; often more during summer weeks, less in the winter. By Town Ordinance, all part time wages are capped at \$12/hr. While certainly not required, for the past eight years these two prime positions have been ably filled by the same two retired personal, whose schedule allowed more flexibility. Previous related experience highly preferable! And of course, love of the game is also a big help! Please visit <http://www.zionsville-in.gov/Jobs.aspx> to apply. Any questions can be emailed to Zparks@zionsvile-in.gov.

Zionsville Parks and Recreation Department
Golf Course Manager
(GCM)

The Manager shall perform, either directly or through coordination of staff, the following...

a) Selection, supervision, direction, training and termination of such part-time employees as Manager determines to be necessary for the operation of the Golf Course, including operation of the club house, turf and golf cart maintenance, and assignment of the duties of such employees. All listed herein will be in coordination with the Golf Course Greens Superintendent (GCGS) where such duties, tasks, and positions fall within that purview. GCM conducts employee performance evaluations and exercises disciplinary action for positions with the GCM's purview. Staff-persons, regardless of whether being related to the pro-shop or the course maintenance side, shall be part-time, seasonal, employees of the Town. Compensation to such employees will be paid from Town funds in amounts approved by the Town.

b) Collection of all fees from users of the Golf Course. Fees may not be increased without prior approval of the Superintendent.

c) The making of repairs, alterations, or decorations reasonable and necessary for the proper maintenance and operation of the Golf Course. No significant alterations of the premises shall be made without prior approval of the Superintendent.

d) The negotiation of service contracts required in the ordinary course of business in operating the Golf Course including without limitation contracts for snacks, maintenance, and other services which Manager deems advisable.

e) Supervision of, arrangement for, and purchase of all inventories, materials, provisions, fixtures, equipment, and operating supplies which in the normal course of business are necessary and proper to maintain and operate the Golf Course.

f) Obtaining of such concessions and privileges as are necessary, desirable, and proper in connection with the operation of the Golf Course. Granting of such concessions will be in coordination with the Superintendent's approval and depending on extent and impact, may need to be brought before the Park Board.

g) Maintaining the Clubhouse, carts, storage areas and grounds in a neat, clean and organized fashion.

h) Coordinating use of the Golf Course by the Zionsville Community School Corporation teams consistent with past practices.

i) Providing an annual report to the Superintendent/Park Board in December of each year. And present same in January of the next year at the Park Board meeting.

j) Works closely with the GCGS, the Park Department Superintendent, and park staff to operate the Golf Course in a fiscally responsible and professional manner.

k) Administers and enforces all Club rules, regulations, and policies for staff and visitors.