



# Job Posting

City of Mishawaka  
600 East Third St  
Mishawaka, IN  
46544

**POSITION:** Director of Golf Operations  
**DEPARTMENT:** Parks and Recreation Department  
**SALARY:** \$45,458.00  
**HOURS:** Full-time  
Eberhart-Petro Golf Course

**DATE POSTED:** February 7, 2014  
**DATE CLOSED:** February 18, 2014

**DEFINITION:** Management of the facility, including golf operations, club house administration, oversight of food and beverage operation and marketing golf course for public outings and other activities.

## ESSENTIAL FUNCTIONS:

1. Scheduling and managing full-time and seasonal employees
2. Manage and oversee Eberhart Grille vendor
3. Markets facility in increase customer base and revenue
4. Plans, organizes, and supervises facility activities
5. Select, procure and sell merchandise in the Clubhouse Sales Shop

## QUALIFICATIONS:

1. Two years' post-secondary business or golf course management education **OR**  
A minimum of three years' experience in golf course management as head manager or assistant
2. PGA Professional status desired, but not required
3. Valid driver's license

## PHYSICAL REQUIREMENTS:

1. Ability to work long hours
2. Lift or move up to 50 pounds
3. Stand, walk for long periods of time

## APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources  
City of Mishawaka  
600 East Third Street  
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: [bbonham@mishawaka.in.gov](mailto:bbonham@mishawaka.in.gov)

**Please be sure to indicate the position you are applying for in your cover letter and resume.**