



COLORADO GOLF
ASSOCIATION



COMMONGROUND
HOME OF THE CGA

JOB POSTING - Caddie and Outside Services Manager

ORGANIZATIONAL OVERVIEW

Organization Overview: The CGA's mission is to represent, promote, and serve the best interests of golf in Colorado. This includes services such as handicap management, course rating, events, clinics, tournaments, membership, and community outreach programs. The United States Golf Association licenses the CGA as the "Allied Golf Association" (AGA) of record for Colorado and Wyoming. More than 85,000 members enjoy all that the CGA has to offer. The CGA is one of four AGAs in the United States that owns and operates a golf facility.

Equal Opportunity Employer: The Colorado Golf Association and CommonGround Golf Course are committed to creating a diverse and inclusive working environment and are 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.

JOB DESCRIPTION

The Caddie and Outside Services Manager manages all on-course aspects of the Solich Caddie and Leadership Academy (SCLA) at CommonGround Golf Course as well as all outside services to achieve the highest quality golf experience possible for all CommonGround customers from arrival to departure. As an employee of CommonGround Golf Course, this position will report to the CommonGround Director of Golf year-round and with the CGA Director of Caddie Development during the caddie season.

PRIMARY JOB RESPONSIBILITIES

Outside Services (Year-Round)

- Oversee all CommonGround outside services including:
 - Oversight, management, and scheduling of all outside services staff (Red Shirts).
 - Cart Fleet Management.
 - Driving Range setup, picking, and daily monitoring and maintenance.
 - Ownership and compliance with all outside service opening and closing procedures.
- Collaborate with the CommonGround professional staff to implement and deliver the highest quality pace of play program in the industry.
- Collaborate with the CommonGround professional staff to deliver the highest quality customer service experience from arrival to departure.

Solich Caddie & Leadership Academy (April – August)

- Oversee daily operations of the Solich Caddie & Leadership Academy.
 - Assign, fill, and track caddie loops.
 - Train, supervise, and mentor all caddies.
 - Manage caddie supplies (drinks, snacks, caddie equipment, safety supplies, etc.).
 - Facilitate monthly caddie meetings.
 - Prepare and maintain weekly caddie usage report.
- Oversee and manage with the seasonal Assistant Caddie Manager.
- Build relationships with golfers and "caddie enthusiasts" to ensure caddie loop goals are met.

- Promote the SCLA to CommonGround patrons and the public.
- Communicate regularly with all involved parties as the primary liaison between CommonGround GC staff, CGA staff, caddie users, and caddies.
- Collaborate with the CommonGround professional staff to achieve a seamless golfer experience in which the caddie and golfer are connected immediately following golfer check-in.
- Maintain accurate financial transaction records.
- Attend caddie-related meetings with CGA and CommonGround staff.

TRAITS AND QUALIFICATIONS

- Undergraduate degree or equivalent training in event management or golf operations required.
- Ability to work evenings and weekends.
- Computer literate using Microsoft 365, and other basic software programs.
- Excellent written and verbal communication skills.
- Propensity for detail.
- Excellent customer service and collaboration skills.
- Self-motivated individual with a strong work ethic and enthusiasm for teamwork.
- Organizational skills proven to prioritize tasks adequately.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Work is primarily performed outdoors with frequent exposure to extreme temperatures.
- Work is performed in a daily fee retail golf course setting where operations occur year-round, 7 days a week, weather permitting.
- Work performed is physical in nature and requires sufficient stamina and strength to:
 - Periodically squat and kneel.
 - Occasionally climb ladders and reach overhead.
 - Frequent step up/down to safely operate and enter and exit golf carts and other maintenance vehicles.
 - Lifting up to fifty (50) pounds from floor to overhead to empty buckets and range balls.
 - Lifting up to seventy-five (75) pounds for other job functions.
- Ability to operate a variety of equipment, including pickup trucks, golf cars and other maintenance vehicles.

COMPENSATION AND BENEFITS

- **Salary Range:** \$24.04 - \$26.44 per hour, non-exempt
 - **Benefits:**
 - Competitive employee benefits package including medical, dental and vision insurance, flexible spending account, and 401k retirement plan.
 - Employee meals.
 - Playing and practice privileges.
 - PGA dues and certification expenses paid (if applicable).
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TO APPLY

Email cover letter, resume and professional references to Emily Olson, Director of Caddie Development, eolson@coloradogolf.org. *Open until April 1, 2024.*