

Township of Ocean Department of Human Services
Colonial Terrace Golf Course
Job Description

Job Title: *Office Manager (Seasonal, part time)*

Qualifications

- Strong public relations skills necessary.
- Knowledge and understanding of the game of golf preferred.
- Strong organizational skills required.
- Efficient computer skills needed.

General Description of Responsibilities

Under the direction of the Recreation Director, the Office Manager will supervise the clubhouse operations of the Colonial Terrace Golf Course. The Office Manager will be scheduled to work approximately 20-25 hours/week (seasonally) during three clubhouse shifts/week. Scheduled shifts will include Wednesday & Friday mornings and a weekend shift to be determined. The Golf Course operates late March through early November, 7:00 a.m. to dusk. Pre-season hours (~10 hours /week) required in March.

Essential Responsibilities

- Assist with clubhouse set up during the pre-season.
- Assist with interviewing part time staff as needed.
- Train and schedule clubhouse personnel.
- Compile time sheets and submit payroll bi-weekly for 15 part time personnel.
- Track refreshment inventory and assist with ordering when needed.
- Assist with special event programming:
 - Accept registrations
 - Confirm participation through email and/or phone calls
 - Provide onsite supervision during special events
- Operate point of sale system.
- Sell greens fees, rentals, merchandise and other related golf items.
- Answer phone and provide appropriate and accurate information to the general public.
- Schedule tee times.
- Register golfers for lessons.
- Assist with publicity efforts for the golf course
 - Prepare press releases
 - Prepare fliers

HOURLY RATE: \$12.00 - \$15.00/hour

APPLY TO: Call 732-531-2600 or email kreiser@oceantwp.org for application