



VACANCY ANNOUNCEMENT

Golf Program Supervisor

Retail Specialist I

Campus Recreation Department

Full-time, Classified, Exempt (Position #000014)

Longwood University invites applications for the position of Golf Program Supervisor in the Golf Course Department. Responsibilities will include managing the day-to-day operations of the club house and programs and events at the golf course.

With approximately 4,500 students, Longwood University (www.longwood.edu) is an institution of higher learning dedicated to the development of citizen leaders who are prepared to make positive contributions to the common good of society. The historic Longwood Golf Course is a part of the Department of Campus Recreation. For more information on Campus Recreation, and the Golf Course, go to www.longwood.edu/recreation.

RESPONSIBILITIES:

- Marketing the course to the public;
- Managing memberships and guest sales and service;
- Planning, implementing and coordinating events, leagues and outings;
- Coordinating the course schedule;
- Managing all sales, cash control, and inventory systems;
- Hiring and training part time and student staff;
- Upkeeping the club house and retail display;
- Assisting with course and grounds upkeep.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to safely lift up to 50 lbs.;
- Ability to stand and walk for long periods of time;
- Ability to work outside in hot weather, cold weather, rain, and snow;
- Ability to work a flexible schedule, including nights and weekends.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalency required;
- Current, clean Virginia driver's license and ability to meet Longwood University criteria for driving institution-owned vehicles required;
- Bachelors degree or equivalent training or experience preferred;
- Moderate experience with golf course operations preferred;

Pay Band 2, minimum starting salary \$20,082 with exceptional Commonwealth of Virginia benefits. Starting pay commensurate with experience. A complete Commonwealth of Virginia employment application and a successful criminal background check is required. Position is open until filled with a minimum five-day posting period. To apply, submit completed Commonwealth of Virginia application, <http://www.longwood.edu/hr/FormsEMS/stateapp031309.doc> (indicate position #000014) to:

Human Resources
Longwood University
201 High Street, Suite 212
Farmville, VA 23909

Ph: (434) 395-2074 / Fax: (434) 395-2666

Email: humres@longwood.edu

A diversified workforce is an important part of our strategic plan. EOE/AA (9/25/09)