



## *Roaring Fork Club* CAREER OPPORTUNITIES: **Golf Operations–Outside Services Assistant Manager**

- Terms:** Full-time, Seasonal, May 1<sup>st</sup> – October 31<sup>st</sup> (flexible)
- Salary/rate:** \$28-32 hour, depending on education, skill set and experience
- Benefits:** Playing & Practice Privileges, Shift Meals (during peak season), Caddying Opportunities, Merchandise Discounts, Career Growth Opportunities
- Reports to:** Outside Operations Manager and Head Golf Professional
- Overview:** **Spend Your Summer in the Stunning Rocky Mountains!**  
Are you ready to embrace an unforgettable summer adventure? Nestled in the heart of the breathtaking Rocky Mountains, Roaring Fork Club offers unparalleled access to outdoor activities like hiking, biking, fly-fishing, and golf—all just steps away.  
Join our team of professionals who share your passion for the outdoors and an active lifestyle. From competing on our spirited softball team to exploring the scenic surroundings, your time at Roaring Fork Club will be as rewarding as it is fun.
- About the role:** As the **Outside Services Assistant Manager**, you will be a key leader in ensuring a world-class golf experience for our members and guests. You will oversee daily operations, mentor and manage the outside services team, and help coordinate seamless golf services. Your leadership, professionalism, and attention to detail will set the tone for exceptional service and create lasting impressions.
- ➔ **Leadership Role** – Develop your management skills in a fast-paced, dynamic environment.
  - ➔ **Work With a Passionate Team** – Collaborate with professionals who love the game and the outdoors.
  - ➔ **Growth & Advancement** – Opportunities to build your career in golf management.
  - ➔ **Ideal Work Environment** – Breathtaking surroundings, supportive culture, and rewarding experiences.
- Responsibilities:** Leadership & Operations Management
- ➔ Oversee the daily operation of the Outside Services team, ensuring seamless execution.
  - ➔ Train, coach, and supervise staff to uphold Roaring Fork Club’s high service standards.
  - ➔ Coordinate scheduling and task assignments for the team.
  - ➔ Serve as the point of contact for outside services, ensuring efficiency and quality.
  - ➔ Assist with hiring and onboarding seasonal staff.
- Responsibilities:** Golf Operations & Member Experience
- ➔ Ensure the proper handling, cleanliness, and maintenance of golf carts.
  - ➔ Monitor and manage the bag storage system, ensuring easy access for members.
  - ➔ Oversee the rental club program, ensuring availability and proper upkeep.
  - ➔ Assist with tournament and event execution, ensuring smooth logistics.
  - ➔ Support junior golf programs, clinics, and special member events.
  - ➔ Engage with members and guests to enhance their overall experience.
- Responsibilities:** Practice Facility & Bag Room Management
- ➔ Ensure the practice facility is fully stocked and well-maintained daily.
  - ➔ Maintain a clean, organized bag room and track upcoming play using the Jonas tee time system.
  - ➔ Anticipate member needs and provide proactive service.

Email us at [careers@rfclub.com](mailto:careers@rfclub.com) to apply.

**Requirements:**

- ➔ High school diploma or equivalent required; PGA membership or enrollment preferred.
- ➔ Prior experience in golf outside services, operations, or hospitality.
- ➔ Leadership experience or supervisory background is highly desirable.
- ➔ **Leadership & Team Development:** Ability to train, mentor, and motivate a team.
- ➔ **Communication & Member Relations:** Strong interpersonal skills to build relationships with members and guests.
- ➔ **Operational Excellence:** Organized and detail-oriented with the ability to oversee daily logistics.
- ➔ **Problem-Solving:** Quick thinking and proactive approach to handling challenges.
- ➔ **Flexibility & Professionalism:** Willingness to work a combination of weekdays and weekends as needed.
- ➔ Ability to safely operate vehicles with a clean driving record.
- ➔ Ability to lift and transport golf bags, equipment, and supplies as needed.

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