

**First Tee – Greater Charlotte**  
**Pineville Driving Range**  
**General Manager**

**Chapter Overview:** First Tee – Greater Charlotte is one Chapter of an international non-profit youth initiative called First Tee. First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills Experience is the unique component that sets the First Tee apart from many other successful junior golf programs and youth development programs through sport. The First Tee – Greater Charlotte operates a Driving Range in Pineville, North Carolina.

**Mission Statement:** To impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

**Reports to:** Executive Director of First Tee – Greater Charlotte

**Employment Status:** Full time

**Job Summary:** The General Manager oversees all aspects of the Pineville Driving Range operation and coordinates/administers the organization's policies and procedures as defined by the First Tee - Greater Charlotte. Major responsibilities include (but are not limited to) implementing and monitoring the budget, hiring, training and supervising all staff members, marketing the facility and merchandise, monitoring the quality of course conditions and customer service, ensuring maximum player satisfaction and securing the club's assets, including the facilities and structures.

**Roles and Responsibilities**

- Develops, maintains and administers a sound business and organizational plan for the facility which includes an operating budget and marketing plans

- Oversee and manage a food and beverage operation (future)
- Hires, develops and supervises all employees for the golf operation
- Consistently assures that the property is operated in accordance with all applicable local, state and federal laws
- Oversees the care and maintenance of the facility's physical assets and facilities
- Assists in the creation and coordination of the club's marketing strategy in conjunction with the First Tee - Greater Charlotte's Executive Director
- Ensures the highest standards for golf, food, beverage, and customer services
- Analyzes financial statements (income and expenses) relative to budgeted goals and takes corrective measures as necessary. Work with the Director of Finance with daily cash and credit card reconciliation and assist with preparation of monthly financial statements
- Monitor, maintain and inspect all food, beverage and merchandise inventories
- Participate in outside activities that are judged appropriate by the Executive Director to enhance the presence of the golf facility in the local community and with the First Tee
- Professionally and efficiently stock, display and sell merchandise
- Actively work to grow revenue at the facility through outside sales and retention (students, clinics, outings, leagues, tournaments, fundraisers, etc.)
- Promote the facility within the community
- Effectively communicate the First Tee mission and vision to all staff and patrons
- Help plan and execute the operation of use of facility for the general public and First Tee participants

### **Preferred Qualifications**

- Must have 7 years of experience in golf club or business management
- Demonstrated ability to run a professional, efficient, high quality, service-oriented operation
- Must possess excellent written and verbal communication skills
- Must be highly organized, efficient and detail oriented
- Must have excellent interpersonal skills
- Must be proficient in the use of Microsoft Word, Excel, Outlook, and PowerPoint and Shop POS systems

- Must have supervisory, coaching and staff development experience
- Must have a strong business aptitude and passion for the golf business

**Compensation Package:** Director level salary commensurate with experience, health and dental insurance, 403 B, and paid holidays and vacation time.

**Contact Information**

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**Chapter Website:** [firstteegreatercharlotte.org](http://firstteegreatercharlotte.org)

To apply for this position, please email your resume to the address above.