



Neskowin Beach Golf Course

Job Description

Job Title:

Clubhouse Manager

Job Summary:

Neskowin Beach Golf Course (NBGC) is a 501(c)3 charitable non profit which promotes accessible recreational golf and ancillary facilities for people of all social strata in the Neskowin area and Tillamook County more broadly.

This is a seasonal position. NBGC's operations are very weather and course conditions dependent. Our season is generally from Memorial Day until late September.

The Clubhouse Manager oversees all aspects of the Neskowin Beach Golf Course (NBGC) clubhouse operations. NBGC is an integral part of the Neskowin community; therefore, the ideal candidate needs a mind towards providing an enjoyable experience for everyone that visits the course and/or the clubhouse. Candidates should have availability to work most days of the week including early mornings and late evenings.

Responsibilities and Duties:

- Assist NBGC board members in recruiting, interviewing, hiring and training
- Works behind the counter assisting clubhouse attendants (at least 15-20 hrs/week)
- Manage all staff members and volunteer's performance, ensuring consistency with our policies and procedures
- Manage schedule for staff and volunteers, ensuring proper coverage in and outside the clubhouse
- Coordinate opening and closing the clubhouse 7 days per week per NBGC protocol
- Schedule golf course activities and general course play to optimize use of course facilities
- Maintain the daily golf tee sheets and follow up with all golfers

- Coordinating NBGC events such as Bingo, Tuesday scramble, Memorial Day sign painting , Lady's and Men's golf, Youth golf camp, NCA Scramble and Jewel Tournament
- Coordinate clubhouse activities such as wine and beer tastings and music events
- Coordinate activities with businesses, golf teams and interested groups
- Work closely with Board Treasurer to develop and administer annual operating budget for clubhouse operations
- Ensuring the daily proceeds are reconciled to cash taken in, and cash is securely stored in office safe every evening
- Ensuring regular deposits are made at the bank
- Managing compliance with OLCC rules and regulations including that all staff and volunteers have a valid OLCC license
- Monitors and helps manage clubhouse inventory, including but not limited to, clothing, all "swag", snacks, beverages, balls, tees, promotional items, etc.
- Responsible for merchandising product and point of sale including barcoding and displays
- Maintain the clubhouse interior and outdoor patio appearance
- Maintain open communications with course superintendent and the board
- Develop policies and procedures as needed for clubhouse operations with approval of the Board

Qualifications and Skills:

- Working knowledge of Google Suite, Microsoft Office, Adobe and Point of Sale software program (Square)
- Good working knowledge of computer filing systems
- Retail experience, preferably in golf and customer related field
- Excellent people skills
- Community involvement experience
- Must be able to obtain an OLCC server's permit

Salary:

- Hourly position. \$24-\$27/hour. Rate to be determined based on candidate's qualifications

1/12/26