



*PGA Employment Services is pleased to notify you about the following employment opportunity based on the information in your CareerLinks profile*



**SUNNEHANNA**  
COUNTRY CLUB

**Club House Manager**  
**Sunnehanna Country Club**  
**Johnstown, PA**

#### **About the Club:**

On September 8, 1923, Sunnehanna Country Club opened. The name Sunnehanna was the Native American name for the river now known as the Stoneycreek, meaning "slow moving stream". Out-of-town members traveled to Johnstown in their private Pullman Cars for the grand opening. Sixty players played in the first golf tournament. A large audience surrounded the swimming pool and watched an aquatics show. Inside, an orchestra furnished music for dancing. Others milled about the Club's corridors spending time in the billiards room and the bowling alleys. When complete, Sunnehanna Country Club was a source of pride not only for its members, but the community at large. The spectacular views coupled with the course, swimming pool, tennis courts, bridal path, and clubhouse, rivaled other big city clubs. Activities abounded at the Club. Sunnehanna Country Club had become what its founders had hoped for, the center of the social lives of the Club's members and their families.

In 1929, the biggest event of the year occurred, Johnstown's first airport opened with much fanfare at Sunnehanna, as it ran alongside the eleventh hole. The dedication included David Ingals, Assistant Secretary of the Navy, Charles Schwab, chairman of Bethlehem Steel, and famed aviatrix, Amelia Earhart.

In 1934, the clubhouse was almost entirely renovated. William Flynn, another of golf's finest architects, was hired to redesign the course. Sunnehanna Country Club's survival through the Depression and World War II was no small feat. From 1932 through 1952, 200 new clubs opened, and 600 disappeared.

The Sunnehanna Amateur began in 1956. The Sunnehanna Amateur quickly became one of the best amateur tournaments in the country, and 2010 celebrated the 57th tournament for champions.

1970 marked a decade of great change. As the nation struggled, the future collapse of the domestic steel industry was imminent for Johnstown. The demise of steel making in Johnstown changed Sunnehanna and the community. However, Sunnehanna adapted to a new world and moved forward.

After ninety years, Sunnehanna Country Club still stands as a testament to an earlier age.

## Position Description:

The Clubhouse Manager directs all aspects of the food and beverage operation of the house facility. The Clubhouse Manager is also responsible for the fiscal management of the entire house operation, including creating an operational budget and all standard operating procedures for sales and cost control. .

## Key areas of responsibility include:

- All clubhouse operations specifically the training of all food and beverage team members, bartenders, wait staff, hostesses and servers.
- The manager needs to be highly visible and engaged with all members to ensure the highest quality of the entire dining experience.
- Is responsible for developing an effective marketing program to promote the regular food and beverage offerings as well as communicating and promoting any special dining events.
- Review all standards and keep current a record of the standards of operation for quality service.
- Create an environment of a sense of “team” and instill pride and cooperation among the entire staff.
- Work with the chef to ensure the highest quality of output in a timely manner and in line with a budget.
- Coordinate with chef a menu of customer favorites and specials that continually create ways of keep member dining fresh and enjoyable.
- Assure the bar manager produces high quality drinks in a timely and economical manner.
- Oversee a monthly physical inventory; implement inventory controls to ensure bar is operating in a profitable manner.
- Responsible for creating an annual food and beverage budget, and standards of operations and controls to stay on budget.
- Work with controller to continually review cost and create strategies to improve bottom line.
- Responsible for maintaining the clubhouse in best possible condition, working with maintenance department to ensure compliance with health department requirements and regulations.



## Experience / Qualifications / Skills:

*Including, but not limited to, the following:*

- PGA or CMAA member preferred with a minimum five years' experience.
- Private Club experience is preferred.
- Excellent inter personal skills that will enable incumbent to develop strong member relationships.
- Good understanding of Club operations.
- Strong leadership skills with team building a priority.
- Strong understanding of budget management, strategic planning and ability to communicate through accurate reporting documents through all forms of MS Office, Excel, Word products.
- Experienced with snack bar, full service dining and banquets and events.
- Ability to develop membership recruitment programs while understanding the value of membership retention.
- Experience with managing tennis, fitness and swimming operations
- Ability to use Social Media to promote the Club and keep members connected

## Compensation and Benefits

The club will provide a compensation and benefits package commensurate with experience and qualifications. This includes but not limited to:

- Competitive Base Salary
- Benefits - Vacation Paid, Health Insurance, 401k, Dental Insurance, Meals, PGA or CMAA Dues Paid, Education Allowance, Family Privileges, Relocation Allowance

## Application Instructions:

Application Deadline: **April 20<sup>th</sup>, 2018**

Please submit your **cover letter**, **resume** and **references** in a .pdf format to [careerlinks3@pgahq.com](mailto:careerlinks3@pgahq.com).

Emailed documents should include your Name, Sunnehanna Country Club – Club Manager and the CareerLinks Job Number. #GS014152.

Employer does not wish to receive phone calls.







# PGA



PGA CareerLinks

Job Order ID: **GS014152**

Resumes Accepted By:

Email

Employer does not wish to accept phone calls

Send Resume To:

CareerLinks GS014152  
Sunnehanna Country Club

E-mail Cover Letter / Resume To:

[careerlinks3@pgahq.com](mailto:careerlinks3@pgahq.com)

Application Instructions:

**IMPORTANT RESUME DELIVERY INSTRUCTIONS:** Credentials must be sent to [careerlinks3@pgahq.com](mailto:careerlinks3@pgahq.com) and NOT to the President, General Manager, Search Committee or Club Members. Your Cover Letter, Resume, and References are to be addressed to "Search Committee" and combined into ONE file, in .PDF format. (Microsoft Word format is acceptable but not preferred). The file is to be labeled with your name and attached to the email (not in the body of the message). The subject line of the email should read - "Your name - Sunnehanna Country Club (GS014152 )" , i.e. "Doe, John - Sunnehanna Country Club

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Reports to (Name): **Board of Governors**

Reports To (Title): **Board of Governors**

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## Clubhouse Manager

Position: **Clubhouse Manager**  
Facility / Business Name: **Sunnehanna Country Club  
Johnstown, PA**  
Section: **Tri State**  
Job Status: **Open**  
Resume Deadline: **04/20/2018**  
Position Start Date: **06/01/2018**  
Facility/Company Website: **<http://www.sunnehannacountryclub.com/>**  
PGA Career Consultant: **Gregory Stenzel**  
Important Comments: **A Travel and Accommodation stipend will be available to Candidates for Final Interview**  
Reimburse for Interview Travel & Lodging: **No**

### Facility Information

Facility/Company Owner: Club Member-Owned

Facility Owned/Managed By Mgt. Co.: No

Management Company: N/A or Other

Course Access: Private

Number of Holes: 18 Holes

Total Annual Rounds: 13000

Number of Facility-Owned Golf-Cars: 48

Number of Privately-Owned Golf-Cars: 0

18 Hole weekend green / guest fee (in season): 115

Total number of members: 479

Total golfing members: 300

Initiation fee: 2500

Monthly Dues: 430

Professional on Site: January - January

Caddie Program: Yes

Practice Range: Yes

Number of Annual Tournaments: 15

Number of Corporate Event Tournaments: 12

Number of Staff Managed: 7

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Compensation					
Revenue Package	Prof. Receives Net %	Prof. Receives Gross %	Anticipated Revenue (Min)	Anticipated Revenue (Max)	Comments
Salary	%	%	\$ 80,000	\$ 115,000	Commensurate with Experience
Revenue Total:			\$ 80,000	\$ 115,000	

Benefits Package Includes:	Comments
Health Insurance: Individual	Co-payment of premium by professional.
Health Insurance: Family	Co-payment of premium by professional.
Dental Insurance: Individual	Co-payment of premium by professional.
Dental Insurance: Family	Co-payment of premium by professional.
401K (% Employer Contributes)	Available after 1 year of service
Professional Association Dues	Paid By Club
Paid Vacation (Number of Weeks)	
Family Privileges	
Meals	When On Duty / per Club Policy
Relocation Allowance	\$5,000 maximum relocation allowance
Association Show Allowance	Reasonable and customary, w/ pre-approval



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[PGA.org/articles/career-consultants](https://www.pga.org/articles/career-consultants)