

# Desert Recreation District



## Director of Golf

## Desert Recreation District

Desert Recreation District (DRD) was created in 1950 and is the largest recreation and park district in the state of California. Covering more than 1,800 square miles, DRD is responsible for over 30 recreational facilities throughout the Coachella Valley that include a golf course and driving range, swimming pools, community and fitness centers, sports fields, various parks, and open spaces.

DRD serves in excess of 380,000 residents in the incorporated communities of Palm Desert, La Quinta, Indio, Indian Wells, Rancho Mirage and Coachella, and the unincorporated communities of Thousand Palms, Bermuda Dunes, Indio Hills, Mecca, Thermal, Oasis, Vista Santa Rosa, 100 Palms, and North Shore.

### OUR MISSION

Desert Recreation District's mission is to enrich the quality of life for Coachella Valley residents by acquiring, developing, operating and maintaining community-focused parks and recreation systems and preserving them for future generations.

### OUR VISION

Through a community collaborative approach, DRD will be the regional provider of premier parks and recreation services in the Coachella Valley, ensuring all residents have equitable and barrier-free opportunities that contribute to the overall wellness of our communities.

### OUR TEAM

DRD is governed by a five-member Board of Directors that determines policy. Board members are elected by residents and serve a term of four years. DRD's General Manager reports to the Board of Directors and oversees 41 full-time and approximately 300 part-time, seasonal and temporary team members.

### THE COACHELLA VALLEY

Located 100 miles east of Los Angeles, the Coachella Valley is situated in Riverside County in Southern California. Known as the Desert Oasis, the Coachella Valley is bounded on the West by the San Jacinto and Santa Rosa mountains and to the north by the Little San Bernardino Mountains, which includes the Chocolate Mountains, and is crossed by the San Andreas Fault.

Comprised of a collection of desert communities, the Coachella Valley offers an average of 360 days of sunshine, boasts 100+ golf courses – more golf courses per capita than anywhere else in the world – and has world-class dining and resorts. Known as a key destination and winter playground to vacationers and “snowbirds”, the Coachella Valley provides residents and



visitors with a wide range of recreational options that include outdoor activities and annual events that draw interest from around the world.

### THE GOLF CENTER AT PALM DESERT

The Golf Center at Palm Desert hosts a 9-Hole, Par 3 Golf Course, Driving Range, Chipping and Putting Greens, Lessons and Clinics. Centrally located in the Coachella Valley, the Golf Center is an affordable choice for both avid and recreational golfers. It is open seven days each week from 7 a.m. to dusk, offering incredible western mountain views and a place for residents and visitors to exercise and enjoy golf year round.

### THE FIRST TEE OF THE COACHELLA VALLEY

The First Tee of the Coachella Valley, established in 2008 by Desert Recreation District, is one Chapter of a national/international non-profit youth initiative called The First Tee. The 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. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other junior golf programs. Since inception, The First Tee of the Coachella Valley has hosted more than 6,000 young people.

The Director of Golf serves as the Executive Director and is supported by the Coachella Valley Youth Golf Foundation Board of Directors. The CVYG Foundation Board serve as The First Tee advisory board and help identify and develop relationships for the purposes of fundraising for The First Tee of the Coachella Valley.

### COACHELLA VALLEY YOUTH GOLF FOUNDATION

The Coachella Valley Youth Golf Foundation is a 501(c)(3) non-profit organization responsible for raising funds on behalf of The First Tee of the Coachella Valley. The CVYG Foundation Board works with DRD's General Manager and The Director of Golf in an advisory capacity to set program strategies and identify fundraising priorities.





## THE POSITION

The Director of Golf provides direction and overall management of The First Tee program and the Golf Center at Palm Desert.

Responsible for the day-to-day management of programming and facilities, the Director of Golf oversees a budget of \$750,000, one full-time staff, ten part-time coaching and administrative staff and over 80 volunteers committed to providing an extraordinary golf experience to guests.

### The Director of Golf is critical in:

- Increasing, strengthening and diversifying the organization's funding sources
- Guiding the development and effective use of the Advisory Board of Directors
- Enhancing the relationship between The First Tee and its families, funders and stakeholders
- Developing an organizational infrastructure that supports growth
- Expanding The First Tee's visibility, reach and influence throughout DRD and the greater Coachella Valley
- Expanding the public use of The Golf Center
- Effectively managing operations and vendors within the appropriated budget

As primary representative of The First Tee and the Golf Center, the Director of Golf serves as the organization's leader, advocate and main contact in developing relationships with the various communities of the Coachella Valley, attending meetings and seminars to represent The First Tee and The Golf Center, and interacting with various organizations committed to supporting the programs.

## THE IDEAL CANDIDATE

Desert Recreation District seeks candidates who are strong managers with outstanding communication and interpersonal skills; optimistic with a 'can do' attitude; progressive, proactive and flexible; self-starting and effective leaders; and, can inspire a volunteer community to create a strong team. The ideal candidate will have at least seven years of golf course management experience and considerable experience in non-profit fundraising, advancement, development and marketing. Possession of a Bachelor's Degree in public administration, business management, recreation, facility management, communications or closely related field is required.

To be successful, the ideal candidate must be service-oriented, have excellent organizational skills and possess the ability to manage and coach staff, volunteers and guests. As a key manager within the DRD management team, significant and proven leadership, critical thinking and strong communication skills are required.

## COMPETENCIES AND PERSONAL CHARACTERISTICS

Impressive candidates will also exhibit competencies and characteristics including the following:

- Ability to oversee and execute the planning, development, organization, implementation and evaluation of golf programs and operations;
- Possess a strong understanding of facility management and golf course maintenance procedures;
- Be a proficient leader who is able to influence, motivate, coach and mentor with strong interpersonal skills;
- Be adept at developing financial budgets, contract negotiations, administration of fundraising activities and operating procedures.
- Have the ability to continuously review and develop Standard Operation Procedures (SOPs) **for each area of golf operations** to ensure maximum customer satisfaction, revenue, and profitability.





## COMPENSATION AND BENEFITS

The salary range for this position is \$92,470.81 – \$112,666.72.

Although the full salary range for this position is provided, appointments are typically made at the minimum range and is also dependent on the qualifications and experience of the successful candidate.

DRD also offers an attractive benefits package with the following elements (our agency does not participate in CalPERS):

## BENEFITS

### COMPREHENSIVE BENEFIT PROGRAM

- Medical, Dental & Vision Insurance
- Life Insurance (1x annual salary)
- Accidental Death & Dismemberment (1x annual salary)
- Long Term Disability (60% of salary)
- Defined Contribution Retirement Plan
- Deferred Compensation Retirement Plan
- Medical Flexible Spending Account (Pre-Tax)
- Dependent Care Account (Pre-Tax)

### TIME OFF BENEFITS

- Holidays: 12 paid + 1 floating holiday annually
- Sick Leave: 12 paid sick days annually
- Vacation: 2 to 4 weeks, based on length of service
- Management Leave: 80 hours annually

### WORK/LIFE BENEFITS

- District Discounts
- Employee Assistance Program
- Team Member Referral Program
- Will Preparation Services

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

### RECRUITMENT

The final filing date is **October 1, 2019\***. To be considered for this challenging and rewarding career opportunity, candidates are required to complete a DRD application and supplemental questionnaire, and submit a cover letter and resume. Applicants will apply directly online from the DRD website at: <http://myrecreationdistrict.com/about-us/careers>.

### EVALUATION

Application materials will be reviewed and evaluated. Candidates who demonstrate the experience, skills, education and abilities required will continue through the recruitment process.

### ASSESSMENT

Candidates identified to move through the selection process may be asked to take a series of Assessment tests.

### INTERVIEW

Qualified candidates deemed to possess skills to succeed in the position will be invited for interviews. The interview panel may consist of the General Manager, Assistant General Manager and a Representative from the DRD and Advisory Boards.

*\*Disclaimer: The District has the right to accelerate or extend the closing date of this position at any time depending upon the number of applications received. The District is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment programs and facilities. Women, minorities, and disabled individuals are encouraged to apply. The final candidate must pass pre-employment background, physical and drug screen.*

For more information about DRD benefits, visit:  
<http://myrecreationdistrict.com/about-us/careers>



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