



Position

Facility Manager, First Tee Gulf Coast

Organization

First Tee Gulf Coast has been creating experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee Gulf Coast creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at local golf courses along the Florida and Alabama Gulf Coasts.

Position Summary

Reporting to the First Tee Gulf Coast Director of Operations (OD), the Facilities Manager plans, organizes, and supervises all aspects of the operation, maintenance and care of the First Tee Gulf Coast Golf and Life Skills Training Facility and Goofy Golf of Pensacola.

The Facility Manager has primary responsibility for the management of all facility services and supervision of all Facility Supervisors, Assistants and Attendants. The Facility Manager instructs & leads all staff in the proper and safe use of materials and equipment; frequently inspects facility to determine if proper procedures are being followed and standards are being maintained; maintains quantities and quality of facility supplies and equipment; and communicates daily/weekly with the OD regarding any and all facility issues or needs.

Responsibilities

- Oversees and supervises the quality of work for all Facility Staff to ensure that all tasks are performed safely, correctly, efficiently, and effectively;
- Coordinates general administrative tasks such as Staff scheduling, handles general accounting – facility cash flows and petty cash;
- Ensures security and emergency preparedness procedures are implemented properly and communicates workplace safety precautions to employees;
- Conducts and documents regular facilities inspections, oversees building and grounds maintenance including completed work by vendors and/or contractors;

- Oversees custodial functions to ensure that the Facility is clean and maintained to a high standard by Current Facility Assistant;
- Recommends (and if applicable implements) maintenance, mechanical, electrical, and facility improvements and/or modifications;
- Manage and executes Event Contracts for the Facility with OD;
- Communicate with Director of Operations with work requests, projects, complaints and other issues related to Goofy Golf and Driving Range activities;
- Conduct frequent physical inventory facility equipment and supplies; order and distribute PPE and janitorial supplies; research new products and meet with vendors as appropriate;
- Prepare for and assist in conducting facility meetings, parties and other special events as necessary, including physical set up of tables, chairs, etc.;
- Receive, log, store and reallocate items donated to the facility/programs;
- Operate computer and other office equipment as assigned;
- Remain on-call for emergency situations as necessary;
- Perform other related duties and responsibilities as assigned;

Qualifications

- Personnel & Staff Management
- Project & Event Management
- Customer Service Orientation & Positive Communication Skills
- Basic Maintenance & Repair Skills
- Decision Making & Problem Solving
- Basic IT Knowledge
- Leadership & Professionalism
- Successful candidate must pass SafeSport Background Check and Annually Renewed Child Safety Course

Preferred Experience

- High School Diploma/GED with 2 years of experience, or Associate's Degree, or Technical Degree; Bachelor's Degree a plus;
- One or more year of leadership or management experience;
- Customer Service Experience;

- Basic Golf Operations Knowledge;
- Basic Computer and IT Knowledge & POS Systems Experience.

Transferable Skills

- Communications Problem Solving
- Conflict Management Working with Diverse Teams
- Time Management Work Independently and with Team
- Customer Service Work in Fast Paced Environment

To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to ContactUs@firstteegulfcoast.org

Salary Range and Job Type

Hours & Compensation: ~40 hours a week (Full Time - Exempt) Salary (\$36,400-\$40,760 or Hourly (\$17.50-\$20.00); Full Compensation Based on Education and Experience; Benefits Include Paid Leave/Vacation.

First Tee Gulf Coast will not discriminate against any person (or exclude any person from participating in or receiving the benefits of any of its activities or programs) on any basis prohibited by law, including race, color, age, national origin, religion, sex or disability, veteran's status or on the basis of sexual orientation.

Job Type: Full-time

Salary: \$36,400.00 - \$40,760.00 per year

Benefits:

- Employee discount
- Paid time off

Schedule:

- 10 hour shift
- 8 hour shift
- Day shift
- Evening shift
- Weekend availability