



Town of Brewster

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Office of:
Select Board
Town Administrator

February 25, 2021

Town of Brewster Assistant Operations Manager Captains Golf Course

The Town of Brewster seeks qualified candidates for the position of Assistant Operations Manager for the Captains Golf Course. The position performs administrative and supervisory work to assist the Director of Golf Operations in the management of two town owned 18 hole golf courses. Duties include, but are not limited to; supervises driving range, course pace of play, oversees maintenance of pull and motor golf carts; oversee and manage world handicap system; supervises tournaments and games, including scheduling, posting information and rules, recording scores, and determining winners; submits bi-weekly payroll for staff; recruit, hire, train and supervise seasonal staff, assign personnel to responsibilities and supervises scheduling; runs golf clinics and provides individual lessons as requested; maintain effective public relations.

Bachelor's degree in related field with a minimum of three years of work experience in golf course operations, or any equivalent combination of education, training and experience. Membership in PGA preferred.

This is a full-time, Grade II Personnel Bylaw position with an annual starting salary range of \$60,000 - \$70,000. Applicants should submit a cover letter and resume to Susan Broderick, sbroderick@brewster-ma.gov. Deadline 4pm on 3/12/21. EEO/AA