

Internal Job Posting: 8/11/2026 – 8/18/2026

External Job Posting: 8/20/2026 – 9/3/2026

JOB POSTING

Cranberry Highlands Golf Course Manager, Golf and Events

Position Summary

Cranberry Township, located in Butler County, is inviting applications for a full-time Manager, Golf and Events position with the Cranberry Highlands Golf Course. Cranberry Highlands Golf Course rated as one of Pennsylvania's best municipal golf courses and provides a premiere location for events ranging from golf outings, showers, corporate events, and weddings. This position will assist the Director, Golf Operations in the daily management and oversight of course play, pro shop operations, customer experience, event execution, and revenue processes and ensuring overall member satisfaction. This position also provides guidance and supervision to the full-time, part-time and seasonal staff associated with the golf play, pro shop, food and beverage, as well as event and banquet operations.

What You'll Do

As a member of our team, the successful candidate will, among other things:

- Oversee the administration, coordination and evaluation of daily course play, including the rate of play and associated processes, activities and services, including but not limited to check-in, tee sheet management, and customer service
- Oversee and assist with managing and maintaining Township software utilized for golf play, pro shop and grill operations
- Oversee golf tournaments, events and outing activities; assist the Director with planning, scheduling and managing day of activities
- Ensure a profitable merchandise pro shop that is consistent with customer/demographics and needs
- Assess existing golf events and programming offerings; research and identify general community, golf and programming needs and trends; apply knowledge to enhance existing services, programs and events and implement new offerings
- Ensure all food and beverage needs, on-course food and beverage needs, banquets, outside events, and catering for all golf functions and outings are met
- Ensure staff are properly trained and certified to serve food and sell alcoholic beverages; ensure that all laws and policies are enforced
- Oversee and manage events at Cranberry Highlands Banquet facilities
- Oversee and manage marketing strategies and promotional materials for Cranberry Highlands in coordination with the Township's Communications Department
- Supervise full-time, regular and temporary part-time employees
- Assist in determining staffing levels required for effective golf play, pro-shop, grill and banquet operations

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Who You Are

We are looking for someone who is interested in contributing to the recreational offerings to the community and who meets the following criteria:

Required Qualifications

Education: Associate Degree in business, hospitality, public administration or related degree;

Experience: Three (3) years of progressive leadership experience, including proven leadership and team development skills with the ability to inspire and motivate and three (3) years' experience that demonstrates above average proficiency with computer software and hardware, including Microsoft office and other fiscal or personnel management programs; or an equivalent combination of education, certification, training, and/or experience.

License and Certifications: Must have a valid Drivers License and have or have the ability to obtain PA Child Abuse Clearances in accordance with PA State law prior to date of hire, PGA or LPGA professional certification within two years of employment and ANAB-accredited food safety manager certification, such as ServSafe and PLCB manager certification in accordance with PA State law within one year of employment.

EQUIVALENCY (Work Experience/Education): Work experience may be substituted for education/training on a year for year basis if the application clearly shows the required number of years for either position (based on the sum of work experience and education/training listed above).

Preferred Qualifications

Education: Bachelor's Degree in golf management, business, hospitality, public administration or related degree

Experience: Five (5) years of directly related golf operations experience, including at least two (2) years overseeing all aspects of operations, including pro shop, clubhouse, food and beverage, and event management.

Certifications: PGA or LPGA professional certification, or prior experience as a Head Golf Professional.

What We Offer

A full-time position in a collaborative and community focused work environment.

A comprehensive benefits package, including health, dental and vision benefits, a generous deferred compensation plan and other fringe benefits, including sick leave and personal/vacation leave.

Approximate Annual Salary: \$70,000 - \$75,000

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Application Information:

Individuals interested in this position should submit an application by September 3, 2026, found at <https://www.cranberrytownship.org/233/Employment-with-the-Township>.

Specific questions regarding the position can be sent to Human_Resources@cranberrytownship.com

EOE/M/F/D/V