



City of Ankeny Iowa

Otter Creek Golf Course - Clubhouse Services

SALARY	\$11.00 Hourly	LOCATION	4100 NE Otter Creek Dr, Ankeny
JOB TYPE	Temporary/Seasonal	JOB NUMBER	00647
DEPARTMENT	Parks and Recreation	OPENING DATE	07/15/2025
CLOSING DATE	Continuous		

Function

Otter Creek Golf Course is currently seeking applicants for Clubhouse Services positions.

This position pays \$11.00/hour, no benefits.

This is a part-time/seasonal position working 20-24 hours per week consisting of morning, afternoon, and some weekend shifts. The position will begin in as soon as possible and end in mid-November with the possibility of working next season. Pre-employment drug screen and background check required.

Please complete an employment application online at www.ankenyiowa.gov as soon as possible. Applications will be accepted until the positions are filled.

QR Code for Application:



Questions can be directed to Curt Ingham, Head Golf Pro, at (515) 965-6467 or email at cingham@ankenyiowa.gov.

Principal Duties and Responsibilities

- Provide information regarding course, play time, and other golf-related issues
- Arrange players in proper starting order and assign carts
- Understand the importance of maintaining quality customer service.
- Work as a team with co-workers to maintain an effective, clean work environment
- Be committed to the values and guiding principles of Otter Creek Golf Course
- Be enthusiastic when interacting with the guests
- Assist with the cleaning and upkeep of the clubhouse and surrounding grounds
- Other duties as directed

Entry Requirements and Skills

- Must be at least 16 years of age.
- Excellent communications skills.
- Basic computer skills.
- Prior golf course or retail experience preferred.
- Must be able to work flexible hours, including weekends and holidays.

Employer

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website<http://www.ankenyiowa.gov>

Otter Creek Golf Course - Clubhouse Services Supplemental Questionnaire

QUESTION 1*Are you at least 16 years of age?**

- ☐ Yes
- ☐ No

QUESTION 2*Are you available to work flexible hours, including weekends and holidays?**

- ☐ Yes
- ☐ No

*** Required Question**