

Latrobe Elks Golf Club & Lodge
115 Elks Club Road
Latrobe, PA 15650
724-539-8511
latrobeelks907@gmail.com

The Latrobe Elks Golf Club and Lodge, established in 1961, is a semi-private 18 hole course located in Latrobe, Pennsylvania. In addition to a high-quality semi-private 18 hole course, the Latrobe Elks Golf Club offers a newly constructed lodge, social hall and outside patio. It features a full service bar, restaurant with a grill menu and social hall that accommodates up to 100 people.

Job Summary

The Club Manager is responsible for overseeing the day-to-day operations of the lodge. The manager ensures that the lodge runs efficiently, meets financial goals and delivers a positive experience for members and guests.

Key Responsibilities

- **Operational Oversight:** Manage all lodge departments, such as bar, restaurant, kitchen, and events to ensure smooth, safe and high quality operations
- **Staff Management:** Hire, train, schedule, and evaluate staff; resolve grievances; and maintain a motivated and professional team
- **Member Relations:** Serve as a point of contact for members and promote engagement through events and programs
- **Marketing & Growth:** Develop and implement marketing strategies to attract new members and retain existing ones
- **Budget & Finance:** Manage the lodge's budget, track revenue and expenses, and ensure compliance with financial policies
- **Event Planning:** Coordinate and run lodge events and social activities
- **Compliance & Safety:** Ensure adherence to health, safety and legal regulations; maintain lodge and equipment in optimal condition
- **Vendor & Supplier:** Negotiate contracts and manage relationships with vendors
- **Technology & Systems:** Use of management software and digital tools to streamline operations

Qualifications & Skills

- **Experience:** 5+ years in management or leadership within hospitality, leisure or restaurant environments
- **Skills:** Strong leadership, communication, problem-solving, decision-making abilities, budgeting and marketing knowledge, and ability to work evenings, weekends, and holidays
- **Certifications:** CCM (Certified Club Manager) or CCE (Certified Chief Executive) are preferred but not necessary

Salary & Benefits are commensurate per experience and negotiable.

Send Letter of Interest & Resume to:

Larry Zabkar
Latrobe Elks Golf Club & Lodge
Latrobe, PA 15650
or Latrobeelks907@gmail.com (Write Club Manager in the Subject)
Deadline: Friday, September 25, 2026