



The Springhaven Club
ASSISTANT GOLF PROFESSIONAL

Facility Description

The Springhaven Club is celebrating 125 years of existence this year and there are a lot of exciting things happening at the club. The club recently opened a \$3.5 Million Athletic Complex which includes 2 indoor hitting bays (Foresight GC Hawk technology). The club is home to 700 members most of which live within 10 miles of the club providing strong junior and ladies programs and a flourishing tournament program. The successful candidate will be someone who is looking for full time employment with responsibilities in all areas of the golf operation. This position is perfect for someone looking to grow as a professional and advance in the golf industry.

Position Concept:

The Assistant Golf Professional assists the Head Golf Professional in the management of day-to-day golf operations of the facility. The position is responsible for supervising and managing total golf operations in the absence of the Head Golf Professional. All duties of the position shall be performed with a commitment to the highest level of customer service and total satisfaction of all members.

Supervised By: Ben Debski, PGA Head Golf Professional

Specific areas of responsibility:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Shop Assistants | <input type="checkbox"/> Tournaments | <input type="checkbox"/> Junior Golf | <input type="checkbox"/> Club Repair/Club Fitting |
| <input type="checkbox"/> Outside Services | <input type="checkbox"/> Group events/outings | <input type="checkbox"/> Handicap System | |
| <input type="checkbox"/> Starters/Player Assistants | <input type="checkbox"/> Player Development | <input type="checkbox"/> Caddie Program | |
| <input type="checkbox"/> Merchandising | <input type="checkbox"/> Golf Instruction | <input type="checkbox"/> Men's/Women's Programs | |

Prioritized Keys to Successful Performance

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|------------------------|------------------------------------|
| #1 Reliable and Honest | #4 Creative Thinker |
| #2 Positive Attitude | #5 Dedicated to Career Advancement |
| #3 Team Player | #6 Hard Worker |

Specific Responsibilities - include but are not limited to:

- Assist with golfer check-in; control and manage play
- Assist with all opening and closing procedures
- Assist in managing tournament operations including weekly events
- Assist in tournament operations and weekly events including planning, pre-tournament contracts, post-tournament billing, promotion, course set-up, preparation, scoring, prize distribution, and follow up
- Conduct individual lessons and group clinics
- Assist with men's, women's, and junior golf events and programs
- Assist in Player Development programs using PGA tools and resources
- Assist with management of outside service staff to ensure the highest quality of customer service is achieved
- Assist in managing golf car operation, practice facility, and club storage service
- Provide club repair and club fitting services to customers
- Assist with maintaining the club's USGA Handicap System
- Assist in the inventory control of hard goods, soft goods, and special orders including: ordering procedures, receiving procedures, inputting into point of sale, pricing procedures, display, and sales
- Play golf with a variety of members in competitive and non-competitive situations
- Assist in planning and budgeting for the golf operations
- Conduct oneself in a professional manner and maintain a professional image at all times
- Assist in coordinating golf activities with other departments

Knowledge, Skills and Traits

- Maintain PGA of America membership in good standing in an active classification
- Actively pursue PGA membership (if a PGA Apprentice) in a timely manner through the PGA Professional Golf Management (PGA PGM) program
- Fundamental knowledge of the game of golf, rules of golf, golf facility operations and tournament operations
- Fundamental supervisory practices and principles
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Strong organizational, planning and prioritization skills
- Self-motivated with desire to promote and market
- Service and customer focused attitude
- Experienced in written and oral business communications
- Remain up-to-date on customer relationship management tactics and strategies
- Utilize the resources of PGA player development programs such as Get Golf Ready, PGA Sports Academy, Tee it Forward and others
- Experienced computer user including; Microsoft Word and Excel. Proficient in other applications, i.e. email, internet, tournament and database
- Maintain and promote a positive professional image within the community
- Attend conferences, workshops, meetings, and trade shows to keep abreast of marketing and business trends
- Maintain a credible golf game and remain current on teaching innovations

Compensation:

Available Upon Request

Additional Compensation:

Club Repair Commission - \$2.00 per grip

Clinic Instruction – Income from Junior and Ladies Group Instruction

Individual instruction for PGA Level 1 and higher

PGA Junior League Golf incentives

Gratuities from member events, outings, etc.

Total Compensation Estimated \$45,000.00 - \$50,000.00

Benefits:

Health Insurance

401K

PGA Dues

Assistant Organization Dues

Employee meals

Playing and Practice privileges

Uniform Allowance

Please Email Resume and Cover Letter To:

Ben Debski, PGA

Head Golf Professional

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Wallingford, PA 19086

610.872.8461

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Start Date: Flexible (March 1st - May 15th, 2021)