

The Milbrook Club  
61 Woodside Drive  
Greenwich, CT 06850  
[www.milbrookclub.com](http://www.milbrookclub.com)

#### The Club

- Private member owned golf club located in the gated community of Milbrook.
- Amenities include: 9-Hole golf course, driving range and short game practice area, 6 tennis courts, 4 paddle tennis courts, pool, outdoor dining patio. In 2017 the Club completed a 7-million-dollar renovation to the pool, paddle tennis facility, club house and driving range
- Family club with an emphasis on fun and sociability
  - 280 memberships with 275 active golfers
- 7,500 rounds annually, small caddie program
- Full schedule of events:
  - A few Championships events
  - Guest days and invitationals
  - Most events are fun events with the more popular being those which emphasize fun and club spirit.
  - Three women's leagues and one men's league
  - Two Monday outings

#### The Position & Responsibilities

- Seasonal Assistant Golf Professional: April 15<sup>th</sup> – October 15<sup>th</sup> (flexible)
- 40-48 hours per week: Every other week would be a 5-day work week
- Golf Shop Operations
  - Providing customer service to the members and guest playing
  - Providing customer service through phone calls
  - Working with other professional team members to update the club web site:
    - Tee times
    - E-mail notifications
    - Event advertisements
    - Results announcements
    - Weekly newsletter
  - Golf shop time: In season 30-35 Hours per week
    - Receiving, pricing and displaying merchandise as it arrives
    - Demo club & special-order management
- Tournament Administration
  - In charge of two ladies golf associations
  - Tournament Coordinator for all Guys & Dolls & mixed events
- Co-Captain our PGA Jr. League team
- Work alongside the 1<sup>st</sup> Assistant Professional with the 4-leaf clover ladies clinics
- Assist teaching professional with Junior Clinics when enrollment dictates
- Work alongside our other golf instructors to run our Greenwich inter club team
- Junior Camp Instructor

- Play golf with the membership and play in our play with the pro series

Benefits:

- Salary Available Upon Request
- Practice and playing privileges while not working
- Meals while on duty
- Career advancement: We will assist in winter job placement if desired
- Clothing & equipment allowance