



**ASSISTANT GOLF PROFESSIONAL  
THE TUXEDO CLUB  
1 West Lake Road | Tuxedo Park | New York**

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**FACILITY DESCRIPTION**

The Tuxedo Club is a private member-owned country club in the Metropolitan PGA Section that is located in the Ramapo Mountains, approximately 45 miles northwest of New York City. Founded in 1886, its facilities include an 18-hole Robert Trent Jones designed golf course, lawn tennis, court tennis, racquet courts, squash, platform tennis, swimming pool, boathouse, golf clubhouse and the main clubhouse, which overlooks scenic Tuxedo Lake. More recently, the club has implemented its new long-term vision under the guidance of renowned Golf Course Architect Rees Jones.

The Tuxedo Club has an active golfing membership with over 500 members whom play approximately 17,000 rounds annually. Yearly golf activities include member tournaments, outings, summer camps, clinics and private lessons.

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**JOB DESCRIPTION**

**General Responsibilities:** The Assistant Golf Professional position will be a 6-month seasonal position from approximately mid-April through October (flexible). The position will assist with the management of the daily golf operation including managing and tracking play, training and supervising outside operations staff, inventory management and control, assisting with the tournament program, assist in coordinating the junior golf program, teaching lessons and clinics, club fitting, club repair and providing other professional services as appropriate. Experience in golf shop operations, merchandising, junior golf programs, and tournament operations are important. This person will be an active ambassador for an exceptional golf experience and be expected to play with member groups frequently. **This individual should have the experience and skillset to transition into the First Assistant Golf Professional role within 1-2 years.**

**Specific Responsibilities:**

- Assist the First Assistant Golf Professional with men's, women's, and junior golf events and programs including planning, pre-tournament operations, post-tournament billing, promotion, course set-up, preparation, scoring, prize distribution, and follow up.
- Junior Golf Coordinator. The Assistant Golf Professional who is delegated these duties is responsible for the planning, development, organization, and implementation of the Junior Golf Program; which is accomplished by providing leadership oversight in program and curriculum development, planning, promoting, and the scheduling and instruction of programs. Develops instructional programs which teaches life skills, etiquette, rules, and the fundamentals of the game of golf. Participates in the selection, placement, training, appraisal, safety, and discipline of assigned staff. Tracks the progress of junior participants and possesses the ability to interact with parents, in a positive manner.
- Merchandise Manager. The Assistant Golf Professional who is delegated these duties is responsible for the success and viability of the golf merchandise concession. Plans, purchases, coordinates and merchandises inventory of golf products offered for sale. Tracks, documents, manages and promotes golf product sales and implements inventory control. Maximize sales and profitability through the development and implementation of strategies, analysis and appropriate reaction to sales trends.
- 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
- Maintains an attractive and orderly appearance in and around the golf shop
- Assist with golfer check-in and fee collection; control and manage play.
- Assist with all opening and closing procedures

- Assist with management of outside service staff to ensure the highest quality of customer service is achieved.
- Assist in coordinating golf activities with other departments
- Conduct individual lessons and group clinics including, but not limited to, women's golf clinics and junior golf camps.
- Provide club repair and club fitting services to customers
- Responsible for timely and consistently maintaining the club's USGA Handicap System
- Play golf with a variety of Members in competitive and non-competitive situations
- Conduct oneself in a professional manner and maintain a professional image at all times

**Qualifications:**

- Professional Golf Management graduates with 2-5 years' experience as an Assistant Professional are preferred. Professionals with the desire to work seasonally North & South are encouraged.
- The successful candidate must be energetic, youthful, very visible, easily approachable, pro-active in nature, and possess a strong desire to learn the skills necessary to become a Head Golf Professional.
- Fundamental knowledge of the game of golf, rules of golf, golf facility operations and tournament operations.
- Experienced computer user including Microsoft Word and Excel. Proficient in other applications, i.e. email, internet, tournament, point-of-sale, and database.

**Education Requirements:**

- Bachelors degree (BA/BS) preferred.
- PGA Class "A" Preferred; PGA Apprentices may be considered.

**Timing:**

Position is a 6-month seasonal position (flexible) - typically from mid-April through late-October (approx. 28 weeks)

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**COMPENSATION**

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**Compensation:**

Includes hourly wages plus applicable overtime, private golf instruction, junior camp & clinics, and additional job benefits listed below. **Housing available.**

**Job Benefits:**

- Full Health Benefits (per Club Policies, if applicable)
- 401K Retirement Benefits (per Club Policies, if applicable)
- PGA Education Allowance - including PGA Dues
- Playing & Practicing Privileges
- Holiday Bonus

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**HOW TO APPLY**

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Please submit cover letter, resume, & references to [cmuldoon@thetuxedoclub.org](mailto:cmuldoon@thetuxedoclub.org)  
 The deadline to apply is January 31, 2021

