

# *The Seawane Club*

**Title:** Lead Assistant Professional for the 2022 season

## **About the Club:**

Preserved and peacefully set away from the hustle and bustle of urban Long Island, The Seawane Club's links style layout features wind swept fescue, natural mounding, hundreds of sandtraps, waste areas and pure bent grass greens. Our grounds border Thixton Creek, are dissected by Cauerbach Canal and overlook Hewlett Bay. With the open Atlantic just three miles away, it's easy to taste the salty air and feel the ocean breeze with every swing you make. Built nearly a century ago in 1927 by famed architect, Devereux Emmet, the Seawane Club still stands today as a premier test of championship golf. Annually hosting top local events like the 2020 MET PGA Head Professional and Women's Championship and the 2021 Long Island Mid-Am Championship, the club is equally welcoming to members, families and juniors just beginning to learn the game.

The Seawane Club believes in providing members with the finest service in a relaxed, hospitable environment so members can fully embrace their leisure time and celebrate memories with friends. As a staff, we're looking for fellow team member to work hard and help shape that vision while simultaneously growing as a person and professional through experience and an expanding skill set.

## **Position Description:**

Department: Golf

Reports to: Head Professional

Employment Dates: Approximately Late March – Late October (flexible)

Job Summary: The Seawane Club in Hewlett, NY is seeking a lead Assistant Professional for the 2022 season to help deliver a first-class member and guest experience. The selected applicant will support the Head Professional in executing and managing all aspects of the golf operation with a positive, team-first attitude.

## **Essential Responsibilities:**

- Provide quality individual and group instruction to membership
- Play with members
- Meet continuing service education requirements as set forth by the PGA including but not limited to, being an active participant in MET PGA tournaments and educational offerings
- Open/Close the Pro Shop according to operational procedures
- Manage daily tee sheets and advance booking tee times
- Learn the names and personally recognize our members and regular guests
- Answer incoming telephone calls
- Tournament Coordination - Conduct weekly member tournaments including planning, preparing the course, tee gifts, registration and execution while utilizing Golf Genius, emails and flyers with the assistance of other golf professionals and caddie manager
- Assist in the administration of Monday and weekday outings including tournament prep and execution
- Perform tournament closing duties to include proper billing, credit book entry and posting of results

1300 Club Drive Hewlett Harbor, New York 11557

[www.seawane.com](http://www.seawane.com)

516.374.1110

# *The Seawane Club*

- Receive, inventory and display new merchandise
- Assist with services such as club fitting, repair, re-gripping as well as the special order for merchandise
- Assist in operation of point of sale system to record sales
- Assist in selling merchandise and customer service
- Monitor overall inventory levels of merchandise, restock or reorder when needed
- Ensure all merchandise is correctly tagged and priced
- Record and bill orders accurately into the POS system
- Properly code invoices
- Assist Head Professional in supervision of Outside Service Staff – while emphasizing the importance of member and guest service
- Assist Outside Service staff directly when needed
- Maintain cleanliness and organization in all work areas
- Uphold appropriate departmental standards of quality/timing
- Uphold and ensure compliance with all club and departmental policies and procedures
- Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervisor immediately
- Attend all scheduled employee meetings and brings suggestions for improvement
- Willing and timely execution of other duties as delegated by leadership

## **Job Requirements:**

- Minimum of two (2) years working in golf industry
- Class A PGA Membership, LPGA Membership or PGA Associate is a plus
- Advanced knowledge and capabilities with tournament administration, merchandising, member/partner relations, club repair and instruction
- Golf Genius Knowledgeable
- Familiarity with Clubessential software is a plus
- Excellent communication skills, both written and verbal
- Engaging personality who will take initiative to learn and grow
- Must possess a positive attitude and have the ability to work with a variety of people and in collaboration with coworkers efficiently and effectively
- Must be detail oriented and able to manage competing priorities and multiple deadlines in a fast paced environment
- Ability to easily adapt to organizational and environmental changes
- Must be flexible working days, early mornings, evenings, weekends, and holidays
- Report to work at the scheduled time, neatly groomed and in compliance with company Dress Code Policy

## **Benefits:**

- Housing available
- Competitive salary
- 100% lesson revenue with high volume of both individual and group instruction
- Meals while on duty when the kitchen is open to the membership

1300 Club Drive Hewlett Harbor, New York 11557

[www.seawane.com](http://www.seawane.com)

516.374.1110

# *The Seawane Club*

- Staff clothing
- Playing and practice privileges
- PGA Education allowance

1300 Club Drive Hewlett Harbor, New York 11557

[www.seawane.com](http://www.seawane.com)

516.374.1110