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## WEE BURN COUNTRY CLUB

### FACILITY DESCRIPTION

Wee Burn Country Club is an exclusive private club located 50 minutes outside New York City in Darien, CT. Wee Burn Country Club boasts an 18-hole golf course, best-in-class driving range and a three hole short game facility. The golf course was ranked #5 Best-In-State by Golf Digest in 2021. Annual rounds are approximately 21,000. The club professionals compete in the Metropolitan Section of the PGA. In addition, Wee Burn facilities include a Trackman indoor golf studio with SAM PuttLab analysis, tennis, platform tennis, bowling, skeet shooting, and a Beach Club located on the Long Island Sound.

### JOB DESCRIPTION: ASSISTANT GOLF PROFESSIONAL

**SUMMARY:** Seeking an Assistant Golf Professional to assist the Head Professional with daily duties, as well as the duties and responsibilities listed below.

- To spread hospitality and goodwill amongst all members and guests.
- To promote and stimulate the game of golf at Wee Burn.
- To assist members and guests as needed and with all requests.
- Perform duties in accordance with the policies and procedures as outlined by the Head Professional.
- Exceed member expectations with customer service.
- Understand and administer the club rules and policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following. Other duties may be assigned.

- Exceptional customer service including, but not limited to, answering member questions on club rules and regulations, lesson scheduling, tournament sign up, and taking clear and accurate telephone messages.
- Responsible for demo club equipment check in and inventory every Tuesday and Friday.
- Ranger the golf course using TagMarshal tracking system.
- Tournament administration, including assist ladies 9 and 18-hole groups.
- Assigned golf shop hours to assist with visual merchandising, maintain clean, neat pro shop.
- Maintain inventory for designated hard and soft good companies.
- Soft goods and equipment check in, inventory and pricing through the point-of-sale system.
- Individual lessons, clinics and junior golf.
- Match packing slips, purchase orders, and invoices for accurate accounts payable.
- Responsible for weekly cleanliness of the golf shop, golf ball/shoe storage and club repair area.
- Play golf with the membership and work on your personal game as time permits.
- Assigned driving range hours with fitting carts and fitting technology.

### GENERAL:

- Attendance at all staff meetings.
- Encouraged to provide new and fresh ideas.
- Golf shop and all-around club cleanliness.

**SAM WILEY ~ PGA PROFESSIONAL**

410 HOLLOW TREE RIDGE ROAD, DARIEN, CT 06820 • (203) 655-2929 • FAX (203) 655-8278

## **STANDARDS:**

- To maintain a neat and clean appearance at all times. Clothing must be pressed at all times, as well as shoes cleaned and polished weekly.
- Wear staff uniforms and clothing as scheduled.

## **WHAT YOU CAN EXPECT FROM ME:**

- A willingness to do anything to help you professionally.
- A proven track record of development and career advancement for staff members.
- An outstanding work and learning environment.
- Encouragement to participate in tournament golf.
- A management style that understands that there is life beyond work. All staff members are encouraged to take up to a week off in August or September.

## **COMPENSATION and BENEFITS:**

COMPENSATION: Seasonal position from March through October. There is the possibility of flexible start date based on the candidate. This position will be compensated at an hourly rate of \$18.50-\$19.50 per hour.

- Wages depending on weeks worked will be approximately \$40,000.
- Lessons, including junior golf, will range from \$20,000-\$25,000 (potential for more depending on experience and ability to create relationships).
- Housing allowance of \$550 per month while working.
- Total compensation will range from \$64,400-\$69,400.

BENEFITS: Playing and practice privileges, tournament/education allowance, meals, staff clothing, health insurance, 401k and holiday bonus.

## **EMAIL COVER LETTER AND RESUME TO:**

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Deadline for resumes is January 15<sup>th</sup>, 2022