



Lead Assistant Golf Professional

GlenArbor Golf Club

234 Bedford Center Rd

Bedford, NY 10507

#### **Facility Description**

GlenArbor Golf Club is a private single owner golf club founded in 1999. The 18-hole Championship course is a Gary Player design and has hosted several Metropolitan Section and USGA Championships including two Westchester Opens, the Met Professional Championship, and a couple of US Amateur qualifiers. The club has full practice facilities including a two-sided range, a 5-acre short game area. The facility also has a full-service Teaching Building which is in operation 12 months a year and includes Trac Man, V1, Sam Putt Lab as well as Force Plate technology.

#### **Job Description**

##### **Summary:**

This position will be either seasonal from April thru October or year-round depending on the candidate. The primary mission of GlenArbor is to always deliver world class experiences to our members and therefore the applicant needs to be an outgoing and energetic self-starter. The Lead Assistant will primarily be responsible for assisting the Head Professional with the management of all aspects of the golf operation including teaching, member relations, tournament operations, golf shop sales, inventory, and billing. This will include the management and development of two junior assistants as well as a part time shop employee. The successful candidate will be career-oriented and is looking for experience at an elite-level club to develop into a Head Golf Professional. The applicant needs to be highly skilled in playing/competing and teaching and will have the opportunity and be encouraged to represent the club in local met section events when possible.

**Responsibilities:**

- Assist the Head Golf Professional in all areas of the golf operation
- Conduct private and group instruction to members, guests, and juniors
- Assist in the golf shop including sales, billing, inventory control and buying
- Responsible for administration of club tournaments using Golf Genius and Event Man
- Organizing and playing in member groups regularly
- Light club repair including re-gripping
- Assist in developing two junior assistants

**Required Qualifications:**

- Class A PGA member in good standing or PGA Apprentice who will become a PGA member shortly
- Enthusiastic positive thinker who is highly approachable and service centric
- High level knowledge of golf shop operations
- Strong organizational and planning skills
- Proficient in Tournament Operations
- Knowledge of The Rules of Golf
- Highly computer literate
- Basic club repair knowledge
- Strong player with tournament experience

**Compensation:**

- Competitive hourly package including overtime
- Lessons
- Health Insurance
- Uniform/Clothing allowance
- Playing and practice privileges
- Employee meals
- Performance Bonus
- Holiday Fund Bonus
- Potential Housing

**How to Apply:**

Please submit cover letter, resume, and references to

Rob Labritz, PGA Director of Golf and David Gagnon, PGA Head Professional

GlenArbor Golf Club [rlabritz@glenarborclub.com](mailto:rlabritz@glenarborclub.com) and [dgagnon@glenarborclub.com](mailto:dgagnon@glenarborclub.com)