

The Milbrook Club
61 Woodside Drive
Greenwich, CT 06850
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 an extensive renovation to the pool, paddle tennis facility, club house and driving range. The club recently completed renovation to one green complex and is currently renovating two additional greens complexes.
- Family club with an emphasis on fun and sociability
 - 285 memberships with 275 active golfers
- 9,500 rounds annually, small caddie program
- Full schedule of events:
 - A few Championships events, guest days and Invitationals
 - Most events are social 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

- Assistant Golf Professional: April-end of season: Flexible on end date
- 45-48 hours per week: **Off two days per week**
- Golf Shop Operations
 - Providing customer service to members and guest
 - Work 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: 25-30 hours weekly
 - Receive & inventory product as it arrives
 - Process and receive special orders
- Tournament Administration: Event Man tournament software, transitioning to Golf Genius
- Assistant Captain our PGA Jr. League team
- Assist Teaching Professional & Lead Assistant with Junior Clinics & summer camp
- Play golf with the membership and play in our play with the pro series
- Manage memberships handicap records

- Post tournament scores
 - Activate and Inactivate GHIN numbers
- Communicate and coordinate regularly with club managers and directors to ensure tournaments and programs are attended and enjoyed:
 - Golf Course Superintendent
 - Food and Beverage Manager
 - Tennis Professional
- Understand and enforce the rules of golf in competitive environments
- Plenty of other tasks along the way

Key traits for success

- PGA or LPGA Associate
- Having experience and an understanding of what is expected while working within the golf industry, specifically within the private club atmosphere.
- Ability to take on any job regardless as to whether it generally falls into the scope of normal duties.
- Detail oriented
- Punctual & reliable
- Vaccinated for Covid-19. This is a requirement for all current and future employees.

Benefits:

Hourly rate / Base salary: 32 weeks, \$40,000: \$1,250 per week
Junior Camp: \$2,500
PGA Jr. League: \$1,500
End of year Performance Bonus: \$750
Lessons & clinics: \$8,000 - \$10,000
Signing Bonus: \$1,500
Health Insurance
401K after 1-year of employment
Estimated Total: \$55,000

- Practice and playing privileges while not working
- Meals while on duty
- Golf Balls & Gloves: