



Piping Rock Club is seeking a **Director of Outside Operations**

POSITION OVERVIEW:

The Director of Outside Operations will oversee and manage all facets of the Outside Operations at Piping Rock including: The First Tee, Bag Room, Practice Facility, and Golf Cart Operations. This is a forward-facing role interacting with the membership daily and will require direct management of approximately 20 Employees. This position will also oversee the PRC Caddie program consisting of approximately 30 Independent Contractor Caddies and serve as the liaison connecting members to caddies.

POSITION RESPONSIBILITIES:

- Oversee and manage all facets of the Outside Operations at Piping Rock.
- Develop and execute a daily action plan with a focus on maximizing member service and the efficient use of employees/payroll.
- Directly manage “First Tee” operations, which includes managing the bag room, cart service, the daily tee sheet, pace of play, and the accurate reporting of Golf Rounds, Cart Usage, and Caddie Utilization.
- Oversee and coordinate the daily operations of the PRC practice facility and the Golf House.
- Oversee PRC Golf Cart operations, which includes maintaining the cleanliness of the cart storage facility and the maintenance of 35 PRC Golf Carts and 15 privately owned member carts.
- Oversee Bag Storage (approximately 200 Member Bags) to ensure security, organization, and cleanliness.
- Work with the Professional Staff to lead in the coordination and execution of approximately 50 golf tournaments, events, and outings throughout the golf season.
- Oversee the PRC Caddie Program and serve as the member liaison to the caddies.
- Develop and maintain a network of licensed independent contractor caddies for publication to golfers at PRC.
- Encourage the use of independent contractor Caddies whenever prudent and assist members for the golfers to engage the caddie licensees as desired.
- Responsible for ensuring that caddies serving as independent contractors to golfers on PRC premises have properly executed license agreements confirming their status.

CONTACT:

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