



Westchester Hills Golf Club is excited to announce the exceptional career opportunity for

Head Golf Professional

Westchester Hills has been blessed with great Golf Professionals throughout its history. Since the inception of the Club in 1913, only five Golf Professionals have been bestowed this role. The responsibility of a Golf Professional is vital to the happiness and camaraderie of our membership.



Apply Now- Email your resume to General Manager, Josh Lowney, PGA at JLowney@Troon.com

Or click here, [Head Golf Professional | Troon \(ultipro.com\)](#)





About Westchester Hills Golf Club

Located in the heart of New York's beautiful Westchester County, Westchester Hills Golf Club is a family-friendly private golf club in the stately Gedney Farms neighborhood of White Plains. Founded in 1913, our club is rich in history and camaraderie, and is a place where club members enjoy competitive golf tournaments, tennis, swimming, fitness, a full calendar of social events, casual and gourmet dining, host private functions, and much more.

Best known for our 18-hole championship golf course designed by Peter Clark, his Donald Ross-inspired design features tree-lined fairways, rolling hills and contoured greens bordered by challenging bunkers. In 2022 Rees Jones completed a course renovation, which included greens, tees, fairways and bunkers. In total, the club conducted the following:

- Renovated a golf course originally designed in 1913
- Added 20,000 sq ft of Green expansions
- Added 50,000 sq ft of chipping expansions
- Added 30,000 sq ft of Fairway expansions
- Installed XGD drainage in all greens
- Upgraded and renovated all Bunkers with new sand and Capillary concrete
- Installed 10 acres of new sod throughout the course
- Installed a brand new irrigation wall to wall on the course, consisting of 12 miles of pipe, 1,250 sprinkler heads and 54 quick connects
- Built a new putting green with family firepits for s'mores and lounging

Westchester Hills' historic clubhouse, originally built in 1926, was remodeled in 2012 in preparation for the club's centennial anniversary which was celebrated in 2013. Other amenities of the club include a practice range, two chipping and putting facilities, a fitness center, two swimming pools, two tennis courts, the Patio and our newly-renovated Grand Room for events.

In 2023 the club will unveil a brand new Golf Shop and Two Bay indoor Golf Performance Studio.





Qualified candidates will thrive in a hospitality environment and be highly focused on providing exceptional service.

Key Responsibilities include developing, implementing, and ensuring that all quality standards for Westchester Hills Golf Club's golf operations and golf facilities are maintained, through the supervision and direction of the Golf Club staff, providing excellent customer service and delivering an exceptional golf experience. Candidates will be responsible for driving performance to attain established goals in collaboration with the General Manager. Candidate must be a team player, have a passion for customer service, and be a hands-on servant leader.

Qualifications:

- PGA Class "A" Member in good standing with exemplary communication skills.
- Knowledge of and proficiency in Outlook, Excel, Word, and Power Point Microsoft applications, EZ Links and EZ Suite.
- Enthusiastic servant leader - willing and able to mentor, develop and motivate subordinates.
- Strong business acumen able to develop and monitor annual and monthly budgets.
- Practice range, golf academy, tournament operations and tour wholesale sales experience is beneficial

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Head Golf Professional Job Description

FLSA Status: Exempt
Department: Golf
Reports to: General Manager

General Purpose:

Oversees and maintains all facets of the golf operation. Provides professional support, direction, management, training and leadership to golf staff associates. Promotes and nurtures customer relations and enhance the quality of the golf experience. Responsible for the day-to-day golf operations.

Essential Duties:

- ◆ Oversees golf operations including tournaments, rules, tee sheet activity, merchandise inventory, range operations, player service operations, cart fleet, and may assist with supervising Food and Beverage operations.
- ◆ Assists in the development and day to day tracking of the budget and business plan. Helps to control expenses in relation to revenues.
- ◆ Creates a customer service oriented atmosphere that promotes the game of golf and meets the needs of the members. Ensures that associates provide a high level of customer service.
- ◆ Works closely with the Superintendent and the Food and Beverage Manager on a daily basis to ensure timely communication and to establish a good working relationship.
- ◆ Prepares work schedules and assigns associates areas of responsibility.
- ◆ Performs payroll tasks as scheduled and makes adjustments prior to submitting to payroll. Monitors hours to maximize productivity and minimize overtime.
- ◆ Provides leadership and vision to golf staff, building people, and preparing them for career advancement.
- ◆ Provide golf instruction through lessons and clinics to members and guests.
- ◆ Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.





- ◆ Manages department members that may include, but is not limited to: Assistant and Associate Golf Professionals, Teaching Professionals, Tournament Coordinator, and Guest Services Attendants.
- ◆ Assures that effective orientation and training are given to each new associate. Develops ongoing training programs.
- ◆ Monitors business volume forecast and plans accordingly in areas of manpower, productivity, costs and other expenses.
- ◆ Responsible for implementing and maintaining excellent service to achieve guest satisfaction.
- ◆ Incorporates safe work practices in job performance.
- ◆ Regular and reliable attendance.
- ◆ Performs other duties as required.

Education/Experience:

Bachelor's degree (BA) from four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience

Physical Demands:

Regularly stands, walks and sits. Occasionally climbs or balances; stoops, kneels, crawls or crouches. Frequently uses hands; reaches with hands and arms. Frequently talks or hears; tastes or smells. Occasionally lifts up to 50 pounds.

Environment/Noise:

Occasionally works in wet or humid conditions (non-weather). Frequently works in outdoor weather conditions. Noise level is moderate.

Certificates/Licenses:

Class A member of PGA/LPGA

Job Knowledge, Skill, and Ability Preferences:

- ◆ Ability to read and speak English is required in order to perform the duties of the job (e.g. the associates are required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).

This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.

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