



The Apawamis Club Assistant Starter

Position Requirements

The candidate must have a great attitude, willingness to learn, strong work ethic, excellent communication and interpersonal skills, spirit to serve, and be a team player. Candidate must be available to work approximately 45 hours per week including weekends and holidays, March through November.

General Golf Operations Responsibilities

- Organizing and running the 1st tee
 - Keeping track of all tee times and the associated members and/or guests on the tee sheet
 - Recording proper charges for members and their guests
 - Starting each group on the 1st tee in a timely fashion
- Enforcing rules as it pertains to the member handbook
- Supervision of outside golf staff and caddies when the Director of Operations is not present including the driving range, bag room, practice facilities, and bag drop
- Greeting members and guests upon their arrival
- Supervising and assisting with the staging of golf carts and golf bags for lessons and play
- End of shift closing duties, including but not limited to billing and closing of all outside golf operation facilities

Specific Responsibilities

- Serve as the afternoon starter on the closing shift
- Oversee all facets of outside golf operations in the absence of the Director of Outside Operations
- Work closely with the Director of Outside Operations to ensure that the overall golf experience for members and guests is served to the highest standard
- Manage all outside operations employees working the closing shift, including bag drop, driving range, bag room, carts, and seasonal interns
- Supervise the caddie program in the afternoon

- Work closely with the Director of Outside Operations to communicate member requests, caddie feedback, tee times, on course issues, staffing, and daily overall operational assessments
- Ensure that end of shift operational requirements are met on a daily basis
- All charges for the day are accurate and completed by the end of each day for the Accounting Department
- Assist with the set up and break down of outings and member events
- Work with the Director of Outside Operations to communicate all interdepartmental needs and requests
- Ensure that end of shift operational requirements are met on a daily basis, which will include supervising the closing of the driving range, washing of range balls, stocking balls for the following day, closing the short game area, putting members bags back into the bag room, collecting and washing all golf carts, closing of the caddie yard and making sure everything is locked before leaving

Compensation

Commensurate hourly pay based on experience. Outing pay (if earned). Full benefits (health and dental – with minimal employee contributions, 401k). Two weeks paid vacation.

About The Apawamis Club

Established in 1890, Apawamis is the sixth oldest private club in the United States. Apawamis offers the finest amenities and services for its members, including a pool, fitness center, paddle courts, squash courts, tennis courts, and fine dining. Apawamis also regularly hosts outside events and weddings. Apawamis earned the distinction of a Platinum Club of America in 2012. With this honor, Apawamis was recognized as a Top 100 club for its excellence of services, membership, quality of facilities, heritage and enlightened leadership from management and the Board of Governors.

Apawamis has over 500 active golf members that play approximately 19,000 rounds annually. The golf course was originally designed by Willie Dunn and has hosted four USGA Championships, including the 1911 U.S. Amateur, 1970 U.S. Girls' Junior Championship, 1978 Curtis Cup Match, and the 2005 U.S. Senior Women's Amateur Championship. The Apawamis Club also hosts the United States Senior's Golf Association Annual Championship every June. Over the past eight years, Apawamis has completed over \$8mm in golf course capital expenditures, including a complete renovation by Keith Foster that began in 2017. Apawamis has a two-bay indoor/outdoor Golf Performance Center that features state of the art teaching and clubfitting technology. Apawamis will be adding up to three state of the art simulators within the lower campus construction project that breaks ground in the fall of 2023.