



Position: Director of Outside Golf Operations

Reports To: Head Golf Professional

Supervises: Outside Golf Staff, Caddies (Independent Contractors)

Position Overview: Director of Outside Golf Operations is responsible for providing members and guests with an exceptional experience which includes but is not limited to starting and directing play, managing the daily tee sheet and starting times, assigning caddies, managing the activity of the background, supervising the outside staff, monitoring pace of play, maintaining the golf cart fleet, recording daily rounds and charging applicable fees. The position is from March 1st – December 20th.

Specific Responsibilities:

- Starting and directing an orderly flow of play on the golf course with equity and integrity in accordance with the Club's rules. Monitor the tee times while recording actual start and finish times of each group on the daily tee sheet.
- Conduct and communicate lottery for weekend starting times.
- Supervise, hire and train all outside staff.
- Convey a welcoming attitude to each member or guest to ensure they have an enjoyable experience.
- Monitor the pace of play on the golf course.
- Carry out the policies and procedures set forth by the Board of Directors in regards to member and guest play, cart usage and dress code.
- Provide accurate record-keeping and reports for rounds of golf and applicable fees (carts, guest fees etc.).
- Responsible for managing the daily golf cart fleet maintenance including cleanliness of carts and garage, charging, maintenance issues and preparedness for play.
- Oversee daily opening procedures to include set-up of the driving range /short game area and staging of golf carts.
- Coordinate tournament operations including cart/bag set-up and assigning caddies as needed.
- Maintain a clean and organized bag room ensuring that members' clubs are cleaned and properly stored within their assigned bag racks. Revise bag storage list as necessary to ensure all staff members are able to locate members bags in a timely fashion.
- Manage the caddie program, which includes the recruitment of new caddies and conducting/organizing a comprehensive training program.
- Assist Members with finding a game

- Continually communicate with the grounds and golf professional staff regarding any special instructions or notable activity as it relates to the golf course.
- Promptly assist members and guests upon arrival at the Club.
- Additional duties may be performed as needed in order to assist the outside golf staff in completing their duties in a timely manner.

Requirements and Qualifications:

- High School diploma is required, Bachelor's degree preferred
- Previous assistant golf professional or outside operations experience strongly preferred
- Must possess excellent oral communication skills
- Energetic, outgoing and professional with a willingness to provide a high level of customer service
- Self-motivated
- Proficiency in golf-specific computer software and spreadsheets, including Jonas and ForeTees
- Organized and able to work in a busy, constantly changing environment
- Must be a team player
- The position requires standing and walking for a long period of time

Compensation

- Salary range – \$60,000 - \$80,000 commensurate with experience
- Health Insurance
- 401K
- Meals while on duty
- Holiday bonus
- Paid vacation