



Greenwich Country Club

Golf Shop Manager/Merchandiser

Position Requirements

The candidate must have a positive attitude, willingness to learn, strong work ethic, excellent communication and interpersonal skills, and a spirit to serve. A college degree is preferred, but not required. A minimum of three years or more of golf retail or apparel management is preferred.

General Responsibilities

- Promote the game of golf and member engagement at Greenwich Country Club (GCC).
- Establish a rapport with the membership, provide a high level of customer service by learning about specific needs and desires of the membership.
- Create a warm and friendly environment within the Golf Shop.
- Be an active presence on the Golf Shop floor.
- Assist the Head Professional in the training of all Golf Shop staff members.
- Communicate with various departments at GCC to create a seamless experience for all members and guests.
- Assist with opening, closing, and daily procedures of the Golf Shop.

Specific Responsibilities

- Manage entire merchandising operation consistent with the preferences, needs, and demographics of GCC, including establishment of buying plan, selection of merchandise, placing special orders, receiving merchandise, and displaying merchandise.
 - Monitor and manage inventory levels; re-stock as needed.
 - Manage the "Special Order Book"; follow-up with vendors and members as needed.
- Daily operation with Jonas POS and Inventory system; enter invoices into inventory system and prepare invoices for payment.
 - Rearrange the Golf Shop a minimum of once per week.
 - Handle and move merchandise efficiently and safely, including lifting or moving merchandise up to 40 pounds.
- Train staff members in visual merchandising skills and techniques.
 - Implement program to increase product knowledge amongst staff members.
- Conduct a physical inventory count three times per year; conduct spot audits on a regular basis.
- Plan, promote, coordinate, and market special events (Trunk Shows, Holiday Sales, etc.)
- Analyze sales and trends to determine necessary promotions, markdowns, and clearance sales.
- Work closely with vendors regarding new styles and trends; leverage relationships to enhance profitability.
- Manage inventory levels of all Golf Shop supplies; order as needed.

- Support the GCC Tournament Program via tournament gifts, favors, etc.
- Assist in maintaining accurate records regarding the Golf Shop and Golf Operations.
- Travel to PGA Show and other trade shows to increase knowledge and develop new ideas.
- Provide instruction for clinics and individual lessons (if a PGA and/or LPGA Associate or Professional).

*** Please note this job description outlines the general nature of the necessary work to be performed in this role. It does not state or imply that the above are the only duties and responsibilities assigned to this position. These requirements may be subject to change and additional functions may be assigned as needed by the Head Golf Professional. ***

Compensation & Benefits

- Hourly rate (\$20-\$30) commensurate with experience, with potential for a full-time salaried role.
- Ability to earn additional income through clinics and individual lessons (if a PGA and/or LPGA Associate or Professional).
- Eligible for Performance Bonus (as discussed with Head Professional).
- AGM/PGA/LPGA Dues (if applicable).
- Meals during shifts.
- Potential for on-site housing (at minimal cost to the employee).
- Clothing allowance.
- Practice and playing privileges.

Term of Employment

Full-time (approximately 40 hours per week, with anticipated overtime in peak season) from March 1 – December 31 is preferred, but start/end dates and schedule can be flexible based on candidate.

Golf Shop Manager/Merchandiser reports to the Head Golf Professional.

About Greenwich Country Club

Greenwich Country Club is the premier country club in the area, bringing together a rich 132-year history with a family and community culture.

Founded in 1892 as the Fairfield County Golf Club, the organization was the fourth country club established in the United States. Julian W. Curtiss served as the Club's first president, his capacity for organization and his love for sport inspired his efforts in bringing golf to the United States through his work with the A.G. Spaulding Company.

In 1909, the organization's name was changed to the Greenwich Country Club, reflecting its expansion of facilities to include various sports and social activities. Over its long history, the club evolved from a five-hole backyard venue to a gorgeous central Greenwich campus of more than 165 acres. The club now offers year-round amenities, including tennis, squash, paddle, aquatics, fitness, bowling, skeet, trap, and five-stand, and has 16 beautifully appointed guest rooms. In 2018, world-renowned golf course architect Beau Welling led the renovation of the storied 18-hole golf course, including new bentgrass greens and bunker complexes. The project also improved the practice area with an expanded short game facility and

driving range. The club features three distinctly different clubhouse dining rooms offering varying cuisine concepts, a grand ballroom, poolside café, and a casual dining venue for families.

Greenwich Country Club prides itself on providing a home away from home for its members and guests, offering world-class amenities for all interests combined with a team that delivers exceptional hospitality and service. Its communal, family culture builds on a strong history to continue its celebrated legacy in Greenwich for generations to come.

Contact: Resumes and cover letters accepted via e-mail, no phone calls. Please send to Andrew Gruss at agruss@greenwichcountryclub.org.