



SALEM GOLF CLUB

PGA Assistant Golf Professional - Seasonal

Please send resumes to Kevin Breen at kevinb@salemgolfclub.org

Salem Golf Club is an exceptional private golf club located in picturesque northern Westchester County. Established in 1966, the club offers a unique and challenging golf experience for players of all skill levels. Salem is currently undergoing a multi-year renovation project to enhance its course layout, with hole-by-hole improvements, major bunker renovations, expanded fairways, approach areas, and the addition of new tee boxes. The master plan is designed to provide an enjoyable experience for beginner to intermediate golfers while still maintaining a challenging test for even the most advanced players. Known for its dramatic elevation changes and challenging greens, Salem offers a tough but fair test of golf. In addition to its golf course, Salem has expanded its facilities over the years to include a pool and recreational amenities, creating a well-rounded experience for its approximately 275 members.

The Role of Assistant Golf Professional

As an Assistant Golf Professional at Salem Golf Club, you will be an integral part of our dynamic team, working to provide exceptional service to members and guests while ensuring smooth operations on the course and within the golf shop. You will have the opportunity to manage mixed events like the Play Stay & Dine and the Couple's Championship, and will also oversee the club's junior programming, including a popular five-week summer junior golf camp. You will play a key role in enhancing the overall member experience and helping to deliver top-notch golf instruction, events, and activities.

Key Responsibilities:

- **Event Management:** Organize and manage various Women's / Mixed events, including Play Stay & Dine evenings, the Couple's Championship, and other club events.
- **Junior Golf Programming:** Oversee the junior golf program, including organizing and instructing the five week Summer Junior Golf Camp, and assisting with junior events and clinics.
- **Private Lessons & Clinics:** Conduct private lessons for members and assist the Head Golf Professional or Director of Instruction with ladies' clinics and other instructional programs.
- **Pro Shop Management:** Assist with daily operations in the pro shop, including handling pro shop purchases, maintaining inventory, and ensuring an excellent shopping experience for members and guests.

- **Course Operations:** Assist with course operations, including managing the bag room, handling club fittings, and working with the outside operations staff. Manage staff schedule for outside golf staff and support/train when needed.
- **Tournament Support:** Help with the setup, organization, and execution of tournaments, ensuring everything runs smoothly and efficiently.
- **Monday Outings:** Organize and manage the Monday outings, which include tasks such as setting up the event in Golf Genius, printing materials, creating proxies, setting up signage, placing cart signs, making announcements, managing the scoring, and handling gift certificate redemption.

Knowledge, Skills & Abilities:

- **PGA Member:** Preferred, but not required.
- **Golf Experience:** Strong playing ability and a passion for golf, with a good understanding of course conditions, rules, and strategy.
- **Teaching Skills:** Experience in giving private lessons and running group clinics for golfers of all skill levels.
- **Event Management:** Ability to organize and manage tournaments and events, ensuring a seamless and enjoyable experience for participants. Golf Genius knowledge is preferred.
- **Communication & Customer Service:** Strong interpersonal and communication skills with a service-driven mindset. Ability to engage with members and create an exceptional experience.
- **Organizational Skills:** Must be highly organized and detail-oriented, able to manage multiple tasks and responsibilities in a busy, high-energy environment.

Compensation & Benefits:

- **Work Schedule:** April 14, 2025 – October 27, 2025 (Flexible)
- **Salary:** \$1,250 per week (50-55 hours per week)
- **Additional Earnings:** Potential for \$8,000 - \$15,000 through private lessons, ladies clinics, and junior camps.
- **Housing:** Possible on-property housing at no charge.
- **Meals:** Lunch provided daily.
- **Privileges:** Full practice and playing privileges.
- **Additional Compensation:** Re-gripping (\$2 per club).

Why Join Salem Golf Club?

Salem offers a unique and friendly atmosphere, with a balance of activity and relaxation that makes it a special place for both members and staff. With its ongoing course renovations and active event schedule, this is an exciting time to join the Salem team. As an Assistant Golf Professional, you will be able to develop your career in golf, build strong relationships with members, and have the opportunity to contribute to the growth and success of our programs. Whether you're teaching, running tournaments, or assisting with daily operations, you will have the chance to make a meaningful impact at one of the region's premier golf clubs.