



GOLF SHOP MANAGER
THE TUXEDO CLUB
1 West Lake Road | Tuxedo Park | New York

FACILITY DESCRIPTION

The Tuxedo Club is a private member-owned country club in the Metropolitan PGA Section that is located in the Ramapo Mountains, approximately 45 miles northwest of New York City. Founded in 1886, its facilities include an 18-hole Robert Trent Jones designed golf course, lawn tennis, court tennis, racquet courts, squash, platform tennis, swimming pool, boathouse, golf clubhouse and the main clubhouse, which overlooks scenic Tuxedo Lake. More recently, the club has implemented its new long-term vision under the guidance of renowned Golf Course Architect Rees Jones.

The Tuxedo Club has an active golfing membership with over 500 members whom play approximately 18,000 rounds annually. Yearly golf activities include member tournaments, outings, summer camps, clinics and private lessons.

JOB DESCRIPTION

General Responsibilities: The Golf Shop Manager will develop and manage a professional shop geared towards the membership and their guests while working closely with the Director of Golf on all aspects of the golf shop operation. The Golf Shop Manager will have a primary focus of delivering a consistently high level of service to members and their guests, purchase seasonal inventory to appeal to a wide range of member preferences, maintaining the appearance of the golf shop and merchandise displays, handling special orders, invoice processing and bookkeeping, managing inventory and handling service requests as necessary. Additional responsibilities similar to an Assistant Golf Professional will be considered based on the candidate's skills, experience, and interest.

Specific Responsibilities:

- Work closely with the Director of Golf in all aspects of the buying process.
- Develop a merchandise budget and marketing plan in concert with 18,000 rounds annually.
- Develop sales strategies and train the professional staff so they may contribute to the appearance and promotion of inventory.
- Coordinate, schedule, and manage inventory controls that accurately reflect sales and accurate inventory levels in conjunction with point-of-sale reporting.
- Maintain a clean, refreshed, and organized Golf Shop supported by creative merchandise presentation, decoration and displays.
- Manage all outstanding orders and related tasks - special orders, member communication, discrepancies, damaged/defective claims, return authorizations, back-orders, etc.
- Promptly review and process all invoices through inventory and applicable accounting software systems.
- Work with fellow employees to adequately staff the Golf Shop at all times; assist in answering incoming calls; and deliver all messages appropriately.
- Maintain an overall understanding of the golf operation including club policies and schedules of events.
- Proactively work closely with the Director of Golf and Tournament Chairs to purchase event favors, gifts, and awards.
- Maintain excellent relationships with all club departments and sales vendors.
- Stay current with fashion trends of the golf apparel industry and attend trade show and seminars as time permits.
- Continually create an exceptionally welcoming, positive and friendly work environment while presenting a boutique-like shop in line with the expectations of a top one hundred club.

Qualifications: While previous golf shop experience is not required, a general understanding of the private club industry is preferred. Additional requirements include attention to detail, strong customer service and communication skills, basic computer literacy, willingness to learn and stay up to date with industry trends and, most importantly, a great attitude.

Education Requirements:

- Bachelors degree (BA/BS) preferred.

Timing:

New position is flexible full-time, part-time, or seasonal position based on candidate's skills, experience, and desires.

COMPENSATION

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Compensation will be comprised of an hourly wage plus overtime based on experience, potential golf instruction income (based on golf experience) and a holiday bonus. Housing may be available on-site.

Job Benefits:

- 401K Retirement Benefits (per Club Policies, if applicable)
- Clothing Allowance
- Playing & Practice Privileges
- Holiday Bonus

HOW TO APPLY

Please submit cover letter, resume, & references to cmuldoon@thetuxedoclub.org

The deadline to apply is November 25, 2024

