



Manhattan Woods Golf Club

Assistant Golf Professional: Seasonal (6/7 months)

The Club: Established in 1998, Manhattan Woods Golf Club is a premier private golf club located in West Nyack, New York. The club is situated in the tranquil hills of Rockland County, a few miles from the western bank of the Hudson River and 20 miles from New York City. Offering a championship 18-hole golf course, no tee times, a full-service practice facility and golf academy, Manhattan Woods is pure golf. The golf operation does 12,000 rounds annually and offers an active event schedule. The golf experience at Manhattan Woods pays homage to the finest traditions of the game.



Summary: Reporting to the Head Professional, the Assistant Golf Professional/s will help to foster a friendly, hospitable, professional and service orientated environment focused on creating a premier golfing experience for the members and their guests. The ideal candidate should be a service-oriented team player who is highly motivated to advance their career as well as the member experience.

Essential Duties & Responsibilities: Other duties may be assigned relating to the position

- Provide assistance to all Members & Guests
- Assist the Starter/Outside Operations Manager with tee sheet management
- Open and close the golf shop
- Knowledge of club rules

- Well versed in answering the phones and effective communication skills
- Maintain the cleanliness and organization of the golf shop
- Administer or assist in Outing/Tournament operations start to finish
 - Events designated by the Head Professional
- Provide Junior Golf Instruction during the 5-week Junior Golf camp
- Assist the Head Professional with the retail operation
 - Directly responsible for monitoring of par levels of specific vendor/s & items designated by the Head Professional
- Knowledge of the WHS and the rules of golf
- Monitoring pace of play

Personal Attributes:

- Maintain a professional appearance, conducts themselves in an appropriate manner, mature, service & team, motivated to advance in the industry

Qualifications:

- PGA Member or Associate in Level 2
- College Degree preferred
- Knowledge in Golf Genius and Microsoft programs
- Experience with JONAS POS and Tee Sheet

Compensation:

- Hourly pay rate
- Overtime pay after 40 hours
- Junior Golf Camp (\$750 per week X 5 weeks)
- Housing stipend
- Performance bonus
- Uniform provided
- Staff equipment deal if a PGA Member
- Employee meal(s) while on duty (Lunch & Dinner)
- Playing and practicing privileges

Please send Cover Letter & Resume in PDF format to the Head Professional, Dan Guidarelli, PGA; dan@mwgconline.com