HEAD GOLF PROFESSIONAL

Reports To: General Manager

Department: Golf Operations

Position Type: Full-Time, Exempt

Location: Private Country Club

ABOUT THE CLUB

Established in 1920, Paramount Country Club is a privately owned, private membership country club. Serving more than 300 member families, Paramount's 200+ acres sit on the former home of Hollywood Mogul Adolf Zukor. Membership is comprised of local and national members. The Club lifestyle is especially appealing to families with children who enjoy youth golf, tennis, swimming programs, and more.

Paramount has one exceptional 18 hole, AW Tillinghast golf course. In 2012, the course underwent a critically acclaimed restoration placing it firmly on the Top Classic Courses list, winning the Golf Digest 2013 Restoration of the Year award and finding its place into Tom Doak's "Confidential Guide."

Paramount's highly active tennis programs are hosted on 10 Har-tru clay courts. In addition, six (6) pickleball courts have been added. The pool at Paramount is open Memorial Day to Labor Day.

POSITION OVERVIEW

The Head Golf Professional serves as the visible leader and ambassador of the club's golf program. Responsible for managing all aspects of golf operations, this individual delivers an exceptional, high-touch member and guest experience while promoting the traditions, game, and camaraderie of golf. The Head Golf Professional works collaboratively with club leadership, golf committee, and key department heads (Superintendent, Food & Beverage, Membership) to cultivate a vibrant, welcoming, and well-managed golf environment.

KEY RESPONSIBILITIES

1. Member Experience & Golf Operations Management

- Maintain a visible, accessible, and welcoming presence for members and guests at all times.
- Oversee day-to-day golf operations, including tee-sheet management, pace-of-play enforcement, bag room services, cart fleet maintenance, locker room, and driving range/practice facility operations.
- Administer a comprehensive tournament schedule covering men's, women's, junior, and mixed member events, as well as member-guest and major club championship tournaments.
- Develop, implement, and enforce club golf policies, rules, dress codes, and etiquette guidelines with professionalism and tact.

2. Staff Leadership, Hiring & Mentorship

- Recruit, train, schedule, manage, and mentor a high-performing golf staff, including Assistant Professionals, Golf Shop Attendants, Outside Operations Staff, and Locker Room Staff.
- Conduct regular performance reviews and foster professional development for assistant professionals seeking PGA certification or career advancement.
- Lead by example in professional standards, appearance, punctuality, and service culture.

3. Merchandising & Retail Management

- Plan, purchase, display, and manage the Golf Shop inventory to deliver a premium, profitable retail operation tailored to member preferences.
- Maintain attractive, clean, and dynamic retail displays featuring high-quality apparel, hard goods, and accessories.
- Conduct regular inventory audits and manage supplier relationships to maximize margins and inventory turnover.

4. Player Development, Teaching & Fitting

- Establish and oversee a robust Player Development Program catered to golfers of all skill levels, including men's clinics, women's golf initiatives, and an active Junior Golf Program.
- Provide high-quality individual and group instruction using modern golf technology and fitting equipment.
- Offer professional club-fitting services and custom equipment recommendations.

5. Financial Management & Administration

- Collaborate with the General Manager and CFO to prepare, monitor, and execute the annual operating and capital budgets for the Golf Department.
- Track monthly financial performance, payroll, revenue streams (merchandise, guest fees, lessons, cart fees), and expenses.
- Maintain accurate records for handicapping (GHIN), tournament software, and member billing.

6. Collaboration & Interdepartmental Relations

- Serve as an active advisor to the General Manager and member committees, attending periodic meetings and providing operational updates, tournament reports, and strategic recommendations.
- Partner closely with the Golf Course Superintendent to coordinate daily play requirements, maintenance schedules, outing prep, and course conditions.
- Work in harmony with Food & Beverage and Event Management to ensure seamless execution of member tournaments, outings, and social events.

QUALIFICATIONS & REQUIREMENTS

- **PGA / LPGA Certification:** Class "A" PGA or LPGA Member in good standing (required).
- **Experience:** Minimum of 3–5 years of progressive experience as a Head Golf Professional or First Assistant Professional at a private country club facility.
- **Leadership Skills:** Proven track record of hiring, training, and inspiring a high-service team.
- **Technical Skills:** Proficiency with modern tournament software (GolfGenius), POS/Tee-sheet management systems, launch monitors (TrackMan, Foresight), and GHIN handicap administration.
- **Communication & Interpersonal Skills:** Exceptional verbal and written communication skills with the ability to build warm, authentic relationships with members, leadership, and staff.

COMPENSATION & BENEFITS

- **Salary:** Competitive base salary commensurate with experience.
- **Additional Revenue:** Lesson income, junior camps, custom fitting, merchandise sales/percentage, and potential end-of-year performance bonus.
- **PGA Dues & Continuing Education:** Full coverage of annual PGA dues, education credits, and attendance at industry seminars/conferences.
- **Standard Benefits:** Health, dental, and vision insurance; retirement plan; paid time off (PTO).
- **Perks:** Complimentary staff meals, equipment allowances, staff clothing program, and playing/practice privileges.
- **Overall Compensation Package:** $135,000 – 185,000

For Consideration

Please send current resume, cover letter, and any appropriate industry related collateral to:
Doug Graubard
General Manager
dgraubard@paramountcountryclub.com