



Job Description

Position: LPGA/PGA Assistant Golf Professional
Department: Golf
Reports to: Head Golf Professional and First Assistant Golf Professional
Supervises: Supervisory responsibilities are not included in this position

Job Summary

The LPGA/PGA Golf Professional is responsible for providing quality individual and group instruction to members and guests of the Club, is responsible for the marketing, planning and execution of all women's golf events and activities. Assists the Head Golf Professional with other activities, as needed, to ensure the successful the operation of the Club's golf program.

Essential Job Tasks

1. Assists the Head Golf Professional with golf instruction, merchandising, department administration and with on-course golf activities.
2. Assumes responsibility for the marketing and promotion of women's events and activities through all available Club communication channels.
3. Creates flyers for women's events and ensures timely posting on the website and Club bulletin boards.
4. Assists in the coordination of tournaments and special events, focusing primarily on women's events.
5. Creates and updates tournament scoreboards, focusing primarily on women's and juniors' events.
6. Creates weekly "eReminders" for nine hole and women's golf groups.
7. Updates and monitors registrations for women's tournaments and events and encourages participation.
8. Writes golf articles for the Club newsletter and website as requested.
9. Performs starter or marshal duties, as needed.
10. Maintains an attractive, orderly appearance in and around the Pro Shop, practice facilities and other golf related areas to create a high quality environment.
11. Provides quality private lessons and group clinics.
12. Provides golf instruction for the Club Summer Camp.
13. Devotes a reasonable amount of time to play golf with members of all skill levels and interact with the membership on the driving range.
14. Maintains playing ability and works to stay competent in all areas of their game.
15. Interprets and enforces the Club's rules and regulations and is familiar with and enforces these rules.
16. Consults with the Head Golf Professional and First Assistant Golf Professional about golf course and practice range operations, maintenance and rules.

17. Assists members by providing and interpreting golf policies, rules and regulations.
18. Represents the Club in area professional events including local, state or national events with the approval of the Head Golf Professional.
19. Responsible for maintaining a clean, safe working environment, with emphasis on promoting employee health and safety.
20. Follows directives and completes assignments with a minimum of supervision.
21. Attends and actively participates in regularly scheduled staff meetings.
22. Performs all work according to established procedures.
23. Works under the general supervision and direction of the Head Golf Professional.
Directs any employment and personnel concerns to the Head Golf Professional and not to any Club Officer, Director, Committee member or member-at-large.
24. Avails him/herself, to the best of his/her abilities, to directly assist in the furtherance of member satisfaction. Always maintains a friendly, hospitable and helpful attitude with all members, guests and fellow employees.
25. Any other duties as assigned by management.

Education, Licenses and Certifications

- Associate's degree or one to two years related experience and/or training, or equivalent combination of education and experience.
- Class A member in good standing with the LPGA/PGA of America.

Experience

- Knowledge and understanding of typical golf course procedures.
- Fully knowledgeable of all opening and closing procedures of a golf pro shop.
- Has knowledge of the handicapping system and all pertinent handicap information.
- Proficiency with Microsoft Office Suite of soft wares required. Knowledge of Jonas POS preferred and golf tournament software required.

Physical Demands and Work Environment

- Regularly exposed to moving mechanical parts and outside weather conditions.
- Frequently exposed to fumes or airborne particles and toxic or caustic chemicals.
- Occasionally exposed to wet and/or humid conditions; cold and extreme heat.
- Able to meet and perform the physical requirements and to work effectively in an environment which is typical of this position.
- Frequent lifting, bending, climbing, stooping and pulling.
- Frequent repetitive motions.
- Continuous standing and walking.

PGA/LPGA Golf Professional Advertisement

Round Hill Club (RHC), established in 1922, is a private, family-oriented country club located in Greenwich, Connecticut and employs approximately 100 part and full time employees. It is recognized as one of the most prestigious private clubs in the Northeast. In addition to its golf course, the Club's facilities include an historic Clubhouse that offers several dining and banquet areas, a newly renovated "Travis Room" bar and lounge and various member reception areas. The Club's indoor racquets facility hosts two tennis courts, four squash courts and a full service fitness center. A swimming pool with seasonal snack bar, four paddle courts, eight Har-Tru tennis courts and associated professional shops complete the amenities of the Club. The sporting facilities are open 7 days per week, 12 months per year. The Clubhouse closes annually for three weeks in late winter.

The RHC golf course is highly valued by its membership. With 6,740 yards from the back tees, it features significant elevation changes, rolling and uneven terrain with many blind or obscured shots and championship putting greens. The course was designed by Walter Travis and opened in 1924. In 1965, the course saw enhancements when Robert Trent Jones created the signature hole 11 and re-designed hole 16. Ken Dye completed a bunker renovation project in 1997 and the greens were upgraded to U.S.G.A. standards with bent grass in 2009. The irrigation system was completely replaced in 2012. A Walter Travis green surround restoration by Brian Schneider was completed in 2016. A driving range, which serves the Club's active shooting sports program during the winter, and short game area complement the golf course.

The RHC seeks a personable, career-oriented PGA/LPGA Assistant Golf Professional (LPGA) to work with the Head Golf Professional, Tom Henderson, to manage all golf and golf-related activities. Tom was recently awarded the PGA's Professional of the Year and has 31 years of experience at the RHC. The RHC employs a loyal, professional and accomplished management team and wishes to complement the excellent group already in place. The working environment of the organization is one of professionalism and respect and the RHC prides itself on the positive relationships it maintains with its staff. The current LPGA is resigned after nearly 8 years of distinguished service.

LPGA will assist with all facets of the golf program to provide outstanding member services, instruction and merchandising. The LPGA is also responsible for marketing and orchestrating the women's golf program, junior programs and other activities that encourage and promote use of the golf facilities by members and their guests. The LPGA typically works from March 15 through October.

The LPGA reports to the Head Golf Professional and the First Assistant Golf Professional. The selected candidate will possess engaging interpersonal skills. The LPGA must also have proven skills with the marketing and promotion of play and activities. It is preferred that the LPGA is an accomplished player and a talented instructor of all levels of ability and ages. The LPGA is directly responsible for promoting and enhancing the women's golf program.

Essential Job Tasks:

Member/Guest Activities

General: Provides quality leadership in a positive, highly visible and engaging style. Promotes a high level of services and engagement with the membership in all aspects of the golf program. Maintains an attractive, orderly appearance in and around the golf facility to create a high quality environment and promote golf play.

Member Interaction: Is a visible and personable presence amongst the membership and staff. A genuine, accessible and approachable personality is an essential element of success at the RHC.

Lessons/Clinics: Provides golf instruction, both individual and group clinics, for all ages and skills. Promotes and oversees the lessons of the assistant professionals to maintain a variety of lesson/clinic opportunities for all members.

Tournaments: Works with the Head Golf Professional on all facets of the women's tournament schedule and oversees and implements each tournament according to established Club procedures.

Juniors: With the Head Golf Professional and First Assistant Golf Professional, plans and executes the golf portion of the Club's Summer Camp program, PGA Junior League, and Greenwich Junior Interclub matches.

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Merchandising: Works directly with the Golf Shop Manager to provide clothing, equipment and merchandise desired by the membership and assist s with sales service of such items.

Golf Play: Is available for member play as directed by the Head Golf Professional. Represents the RHC in professional events including local, state or national championships with the approval of the Head Golf Professional.

Marketing: Markets the Club's programs through the use of the regular Club newsletter, e-mails and other digital communications.

Inter-departmental: Maintains a close, productive working relationship with the other departments. Attends employee and Committee meetings as may be called by the General Manager, Head Golf Professional or the Golf Committee.

Education and Experience:

Bachelor's degree from a four year college or university and at least two years of experience as an assistant golf professional at a recognized and respected golf facility.

PGA/LPGA member in good standing required.

Proficiency with Microsoft Office Suite, point-of sale-software (JONAS preferred), handicap and tournament software such as Event Man and Golf Genius.

Outstanding interpersonal skills are required in order to interact with members and staff and have the ability to express ideas clearly and precisely in oral and written forms.

Compensation and Benefits:

Open and commensurate with qualifications and experience. The RHC offers a competitive compensation and benefits package. On-site housing is available.

Please e-mail resume to: Tom Henderson, Head Golf Professional at tom@rhclub.org. Resumes must be submitted by November 1, 2017. This position is available in March, 2018.

We thank all candidates for their interest; however, only candidates chosen for interviews will be contacted.