

Assistant Golf Operations/Pro Shop Manager

The Town of Brewster seeks qualified candidates for the position of Assistant Golf Operations/Pro-Shop Manager for the Captains Golf Course. The position performs administrative and supervisory work to assist the Director of Golf Operations in the management and operation of two Town owned 18-hole golf courses and the pro shop. Duties include, but are not limited to; manages, supervises, and maintains a reputable pro-shop, properly staffed and featuring quality merchandise and services; prepares reports on income and expenses for pro-shop; supervises tournaments and games, including scheduling, posting information and rules, recording scores, and determining winners; develops and provides teaching programs for students at all skill levels; attend Golf Commission meetings when requested; maintain effective public relations. Bachelor's degree in Business or related field with a minimum of three years of work experience in golf course operations and two years of retail experience, or any equivalent combination of education, training, and experience. Level 2 PGA certification required. This is a 40 hour a week, Grade 7 Personnel Bylaw position with a starting pay range of \$34.51 - \$38.85 per hour with an excellent benefits package including paid time off, health insurance, and retirement benefits. Submit cover letter, resume, and Town employment application to Human Resources, employment@brewster-ma.gov. Position open until filled with a priority deadline of 4pm on 9/02/22. EEO/AA Full job description on Town website, [Town of Brewster, Massachusetts \(brewster-ma.gov\)](http://Town of Brewster, Massachusetts (brewster-ma.gov)) .