



Lead Assistant Professional Job Opportunity

Overview

Located 11 miles from downtown Boston in Weston, Massachusetts, Pine Brook Country Club enjoys a reputation as one of the finest private clubs in Massachusetts. Pine Brook offers a challenging, beautifully maintained golf course and outstanding facilities with a friendly, comfortable, family atmosphere. The club includes a spectacular 18-hole golf course, beautiful tennis facility, restaurant, swimming pools and fitness facility. Pine Brook has existed for the use and enjoyment of its members and guests since its inception in 1924.

The primary responsibility of this position is providing exceptional customer service while assisting with the day-to-day golf operation but also includes tournament operations, junior golf programming, and men's league administration. This individual must be flexible in meeting the varying scheduling needs of the club and must have the ability to work most weekends and holidays during our peak season (May-September). This position requires a self-motivated individual who can work with minimal supervision and interact with members at a high level.

Experience Required

- Private Club Experience Preferred
- PGA Member or Associate
- Extensive knowledge of golf rules/regulations of golf
- Proficiency with MembersFirst, Jonas Club Software, GolfGenius, and Microsoft Office

Essential Responsibilities

- Provide outstanding service to all members, guests, and fellow staff in a professional manner
- Assist with supervision of the golf shop and outside service staff
- Management of tournament operations, junior golf program, and men's league
- Operate golf shop point of sale and assist members and staff with golf shop sales
- Play golf with the membership on a regular basis
- Oversee the golf operation when the Head Professional and Director of Golf Operations are away

Compensation

- \$60,000-\$65,000 salary, with total anticipated income up to \$95,000

Benefits

- Health Insurance
- 401K
- Meals while on duty
- PGA dues paid

Application Instructions

Please send resume and cover letter to Head Golf Professional Keith Barber at kbarber@pbccma.com, and Director of Golf Operations Tim Greer at tgreer@pbccma.com.