

Manchester Country Club 229 Beech St., Manchester Center VT 05255

\$650 to \$750.00 Salary based on experience

100% Lesson Income

Starting 4/1/2019, Season ends 10/31/19

The position will assist with the management of daily golf operations and reports and works with the Head Golf Professional. These duties include but are not limited to;

- Provide the highest level of customer service to members and guests in a courteous and professional manner.
- Grow the game of golf through but not limited to creative influences in instructional programs, tournament operations, and retail support.
- Present a professional image and appearance at all times at the club and away from the club.
- Give private and group lessons.
- Play golf with members.
- Daily operations - First tee supervision, maintain tee sheet and charge members appropriately. Opening/closing of pro shop.
- Maintain/receive par levels of shop inventory. Maintain appearance of shop and merchandise displays, and place orders/special orders.
- Collaborate on the administration of golf tournaments with fellow golf professionals, outside staff, food and beverage, and grounds departments. Including marketing events, sign-ups, the creation of all support materials, event execution and wrap-up.
- Work with computer applications: GHIN, JONAS CLUB SOFTWARE, Web-marketing, emails and website administration.
- Present a professional image and appearance at all times at the club and away from the club.
- Assist/supervise club storage operation, car fleet management, and driving range maintenance.
- Work with sales representatives on staff education and fill stock orders.
- Provide additional services such as club repair and club fitting.

**Educational Requirements:**

- College Degree preferred

**Qualifications:** PGA Class "A" Member or Apprentice in Good standing

Must have a strong desire to become a PGA Head Golf Professional

Visible & Easily Approachable

Pro-Active in Nature

Professional Appearance

Goal Oriented [poneil.com](http://poneil.com)

Send resume to Kim O'Neil Head Golf Professional, Manchester Country Club 229 Beech St Manchester, VT 05255 Email: [kim@kponeil.com](mailto:kim@kponeil.com)