



ANDOVER COUNTRY CLUB
FACILITY DESCRIPTION

The Andover Country Club was founded in 1925 by pioneering industrialist William Madison Wood, the legendary President of the American Woolen Company and retained renowned architect Donald Ross to design one of the region's finest courses. Purchased in 1979 by Mr. Yvon Cormier, this 18-hole golf course continues to be privately owned and has been recognized as one of New England's finest. The course features 6,737 yards from the longest tee for a par 72, with 4 sets of tees for golfers of all skill levels as well as a driving range for practice. Golfers of all skill levels will find our course challenging.

JOB DESCRIPTION: LEAD ASSISTANT GOLF PROFESSIONAL

SUMMARY: Assist the Head Professional with daily duties, as well as, the duties and responsibilities listed below.

- To spread hospitality and goodwill amongst all members and guests.
- To promote and stimulate the game of golf at the Andover Country Club.
- To assist members and guests at all times and with all requests.
- Perform duties in accordance with the policies and procedures as outlined by the Head Professional.
- Exceed member expectation with customer service.
- Understand and administer the club rules and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

- Co-management of men's and ladies' tournaments.
- Prepare and promote member events using the club website, email and social media communications.
- Update website on a weekly basis including tournament results and photos.
- Administer the club newsletter.
- Administer men's and women's "Play with the Pro" tournament. This includes identifying "Play with the Pro" dates.
- Promote and oversee Men's Andover Cup Member-Guest and all other major tournaments.
- Oversee active corporate outing schedule and tournament administration.
- Administer Junior Golf Programs (spring, summer and fall sessions).
- Golf instruction - both individual lessons and group clinics.
- Organize hard goods training sessions for all staff members, as well as, overseeing hard good manufacturer, fitting cart and inventory.
- Verify hard good member charges for accounts payable. This will entail matching a copy of the member charge to the packing slip, P.O. and invoice.
- Assist in management, training and day to day responsibilities involved with Outside Operation ensuring a friendly, attentive experience is provided to all members and guests of the Andover Country Club.



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- Assist in soft good and hard goods check in, pricing and inventory.
- Assist shop manager with the sale and display of merchandise.
- Play golf with the membership as scheduled and work on your personal game as time permits.
- Answer the phone and accurate message taking.
- Assist members with accurate tournament sign up.
- Club repair.

GENERAL:

- Attendance at all staff meetings.
- Encouraged to provide new and fresh ideas.
- Golf shop cleanliness.

STANDARDS:

- To maintain a neat and clean appearance at all times. Golf slacks and shirts must be pressed at all times, as well as, shoes polished weekly.
- Wear staff uniforms and clothing as scheduled.

QUALIFICATIONS:

PGA/LPGA Class A Member preferred. Minimum of three years as an Assistant Professional at a high end private facility. Strong computer skills and knowledge using tournament software programs, GHIN, and P.O.S. systems. Experience with EventMan and Jonas are a plus. Highly motivated, hardworking and a team player. Service-oriented, show an attention to detail, have excellent communication skills, be positive and energetic.

COMPENSATION and BENEFITS:

COMPENSATION: \$800-850/week + lessons, clinics and junior golf (\$7500est min). A committed individual will have the opportunity to grow the instruction and junior golf programs.

BENEFITS: Partial health benefits, education & tournament allowance, PGA dues, staff uniforms, playing & practice privileges

EMAIL COVER LETTER AND RESUME TO:

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