



**PGA**

Career Services

*PGA Career Services is pleased to notify you about the following employment opportunity based on the information in your CareerLinks profile.*



THE  
**WOODLANDS**  
CLUB

**Director of Golf  
The Woodlands Club  
39 Woods Road  
Falmouth, ME 04105**



Visit our website at: [www.thewoodlands.org](http://www.thewoodlands.org)

The Woodlands Club  
Falmouth, ME 04105



# Golf

Our championship 18-hole golf course is truly the crown jewel of The Woodlands Club. Designed by Jim and George Fazio and opened in 1988, we have hosted numerous state and regional championships for both men and women over the years. In the early years of the club's existence we hosted three Ben Hogan Tour events and one Nike Tour event, both of which are the equivalent of today's Web.com Tour.

With six different sets of tees to choose from, the course plays from 5,047 yards with a slope of 121 for ladies up to 6,848 yards with a slope of 145 from the back tees. Tees, fairways and greens are all bent grass, and in the spring of 2015 installation of a state-of-the-art irrigation system was completed.

The best way to improve your game is through practice and lessons. Therefore, The Woodlands Club boasts a full-service practice facility. Unlimited golf balls await you on the 50,000 square foot rye/bent grass practice tee area. The range, which has been mapped using a global positioning system for accurate yardage, features six target greens with multiple flag locations. Players can hit to the color-coded flags practicing shots from 50 to 250 yards.

We also have a short game practice area with two full sized putting and chipping greens, a bunker, full length rough and a tightly cut fairway area. Jump into the practice bunker and hit to one of the multiple targets on the dedicated bunker practice green. A third practice green is conveniently located near the first tee. All are maintained to the same high standards as the golf course to help keep you sharp where it really counts. Even when the course closes for the season, we're equipped with an indoor golf simulator to make sure your swing doesn't cool down even when the temperature does.

Our full staff of PGA Professionals is available to provide expert instruction in all facets of the game, no matter what your level of competency. They will also assist you in selecting and fitting new equipment. The club boasts a fully equipped pro shop with just about everything a golfer could want or need. If we don't have it, we'll get it for you!

## **Director of Golf Job Description**

### **Job Knowledge, Core Competencies and Expectations**

- Prior experience in all facets of golf operations, including inventory and financial control; employee motivation and training; golf instruction; tournament and event management; working knowledge of golf course maintenance.
- Expertise in golfing rules and regulations.

- Good working knowledge of golf course maintenance.
- Knowledge of marketing, financial management and retail operations.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.
- Knowledge of and ability to perform required role during emergency situations.

### **Job Summary (Essential Functions)**

Manages, supervises and oversees the club's entire golf operation to provide the highest standards of excellence for member and guest enjoyment. Plans and coordinates a golf program which is respected and enjoyed by the membership. Manages the Golf Pro Shop and related services to meet the needs of the members in a manner consistent with club's mission and philosophy. Ensures proper communication between departments, maintains excellent relationships with suppliers and keeps members satisfied and well-informed.

### **Job Tasks/Duties**

- Design, promote and direct all golf activities.
- Promotes inter-connectivity/cross-promotion and cross-programming among golf and tennis.
- Prepares budgets for golf operations.
- Maintains management reports in enough detail to properly track where revenue is generated along with rounds played.
- Provides daily accounting of the entire golf revenue stream and shop expenses.
- Completes and accurately prepares daily reports each night.
- Reconciles cash receipts to the register drawer and daily report.
- Orders merchandise for Golf Pro Shop.
- Orders supplies associated with golf activities.
- Supervises, trains and directs club staff in customer service, golf car maintenance, turf maintenance, Golf Pro Shop, golf professionals and other on-course personnel.
- Organizes charges and collect fees for all golf-related activities.
- Conducts golf clinics and training programs.
- Supervises the planning, promotion and execution of all club-based and outside golf tournaments.
- Interprets and enforces the club's golf rules and regulations without prejudice and ensures that the Golf Pro Shop staff is familiar with club rules and policies and enforces them.
- Interprets and enforces facility policies, rules and regulations without prejudice.
- Handle general administration of any future golf memberships.
- Prepares the Golf Pro Shop annual budget.
- Supervises and schedules the work hours for the Golf Pro Shop operation, golf course and golf car staff within the parameters of the annual operating budget.
- Plays golf regularly with a cross-section of members.
- Controls and maintains an adequate inventory of golf merchandise for retail sales from the Golf Pro Shop.
- Functions as management liaison with Golf Committee and attends all meetings. Recommends policy changes in the areas of user fee structure, hours of operation, guest privileges, etc.
- Meets regularly with the General Manager, Golf Pro and the Golf Course Superintendent to review the condition of the golf course and makes recommendations on areas needing attention.
- Provides for the most efficient use of tee times and assures all tee times are properly scheduled.
- Assures that enough golf cars are available and ready for play.



### Licenses and Special Requirements

- Class A member in good standing with the PGA of America.
- Has met PGA criteria for Head Professional.

### 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; high, precarious places; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to loud.
- 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.



**Application Instructions:**  
**Application Deadline: 12/27/2019**

**Please submit your cover letter, resume and references in a .pdf format directly to the CareerLinks Email or by mail to the address provided on CareerLinks.**

**Total compensation based on experience estimated: \$145,000 to \$200,000.**

**Please acknowledge your choice to apply for this position by clicking “yes I will be sending my resume” provided in the CareerLinks notice.**

**Subject Line please include: The Woodlands Club Director of Golf Search**

**Email resume to: Mr. Bill Robinson, GM/COO [brobinson@thewoodlands.org](mailto:brobinson@thewoodlands.org)**

**Please reference Job #: JR015881**

**Questions contact: Jim Remy, PGA [jremy@pgahq.com](mailto:jremy@pgahq.com)**



**PGA**<sup>TM</sup>

Career Services

*"The Experts in the Game and Business of Golf"*

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