



**PGA**

Career Services

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



**Head Professional  
Rutland Country Club  
275 Grove Street  
Rutland, VT 05702**



## Club History

### Extraordinary Golf Since 1901

**We have a long history of providing remarkable golf on our beautiful 18 holes for over 115 years. Many famous golfers and celebrities have visited Rutland Country Club over the years, and you can see pictures of them throughout the clubhouse. The Splendid Splinter, Ted Williams was quite enamored by our course, as was Bob Rotella, and as is Keegan Bradley today.**



In the early days the club was called the Rutland Golf Club. This is not the original location of the course, however. It was located at Clement Woods, in the southwest part of Rutland, just off Clement Road near where the College of St. Joseph sits today. The golf course had just three holes and sponsored its first recorded competitive event in 1897; a putting contest. It was held on October 1, 1897 with 42 participants. Our lounge – Baxter’s - is named in honor of John Baxter. Mr. Baxter was the original owner of the Rutland Country Club property.

In 1901, Rutland Country Club was established as a corporation under the laws of the State of Vermont, and Articles of Association were filed with the Secretary of State as well as the Rutland City Clerk. In 1902 a group of members, led by John Woodfin, Club President, and James Button, Club Treasurer, purchased a 382-acre farm from John Baxter for \$4648. That farm became the Rutland Country Club. Architect George Low designed the original nine-hole layout, completing his work in 1902. In 1927 the famed architectural firm of Stiles & Van Kleek supervised the construction of an additional nine holes, resulting in the venerable golf course we enjoy today.

### **Job Description**

#### **Primary Duties:**

**Excellent Customer Service:** providing members & guests an experience unlike any other while maintaining a positive attitude and great work ethic

**Tournament Operations:** Oversee and execute a very active Tournament & Outing up to date Tournament Software.

**Daily Golf Operations:** includes but is not limited to: opening & closing procedures of the golf shop, checking members & guests in using POS software, answering the phone and assisting with any inquiries, overseeing the operational flow.

**Teaching:** Provide private and group instruction. Assist Teaching Professional with Clinics as needed.

**Merchandising:** creating & maintaining attractive displays, coming up with promotion & sales ideas. Ensure upkeep and professional presentation of the Golf Shop

**Inventory Management:** receiving, checking in, tagging of all merchandise; keeping track of inventory levels throughout season. Involvement in managing a true open to buy plan

**Staff Management:** Manage and schedule all staff ensure proper staffing levels to satisfy member needs and payroll guidelines. Will be involved in staff recruitment and interviews in conjunction with the General Manager



**Specific Responsibilities - include but are not limited to:**

- **Oversee the management and performance of all golf shop and applicable department operations and services; assure high standards and total customer satisfaction**
- **Oversee and help manage the Assistant Professionals and outside operations**
- **Develop/coordinate the development of annual business plans for the golf operation**
- **Coordinate and ensure all written correspondence, reporting, newsletters, and communications for the golf operation**
- **Coordinate plans with the Food and Beverage Manager for all food and beverage needs, on-course food and beverage, banquets, outside events, and catering for all golf functions**
- **Meet, greet, and welcome prospective members and their guests**
- **Enforce all rules and regulations governing golf course usage**
- **Develop and oversee an innovative tournament schedule and golf activities program that services all customer segments**
- **Develop and oversee golf instruction, clinics, golf schools, and player development programs for all customer segments**
- **Develop and oversee a profitable merchandise concession that is consistent with customer demographics and needs**

- **Oversee all fiscal areas and performance for the golf shop including planning, budgeting, forecasting, monitoring, and correction**
- **Maintain a close working relationship with the Golf Course Superintendent and other department heads**
- **Play golf with members of all skill levels as time and duties permit**
- **Oversee and enforce golf shop operations policies, procedures, controls, and fee structures to ensure the safekeeping of assets, inventory control and resources**
- **Active participation in member engagement and retention**



### **Knowledge, Skills and Traits**

- **Maintain PGA of America membership in good standing in an active classification**
- **Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees**
- **Strong organizational, planning and prioritization skills**
- **Self-motivated with desire to promote and market**
- **Service and customer focused attitude**
- **Experienced in written and oral business communications**
- **Experienced computer user including; Microsoft Word and Excel. Proficient in other applications, i.e. email, internet, tournament and database**
- **Maintain and promote a positive professional image within the community**
- **Maintain a credible golf game and remain current on teaching innovations**

### **Minimum Qualifications:**

- **PGA Member with at least 3 years of experience as a Lead Assistant Professional or Head Professional**



**Application Instructions:**

**Application Deadline: 2/21/2020**

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

**Total compensation based on experience estimated: \$66,000-\$88,500**

**Please acknowledge your choice to apply for this position by clicking “yes I will be sending my resume”. Subject Line please include: Rutland Country Club Head Professional Search**

**Email Cover Letter and Resume to: Bill Gaiotti, GM.  
[billgaiotti@rutlandcountryclub.com](mailto:billgaiotti@rutlandcountryclub.com)**

**Please reference Job #: JR016035**

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

**Larry Kelley, PGA [larry@fivestargolfcars.com](mailto:larry@fivestargolfcars.com)**



**PGA**<sup>™</sup>

Career Services

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

PGA OF AMERICA CAREER SERVICES DEPARTMENT  
100 Avenue of the Champions | Palm Beach Gardens, FL 33418

T: (800) 314-2713

[PGA.org/articles/career-consultants](https://www.pga.org/articles/career-consultants)