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MEADOW BROOK GOLF CLUB
Assistant Golf Professional
2021 Job Posting

www.meadowbrookgolfclub.org

MEADOW BROOK GOLF CLUB:

Meadow Brook Golf Club is a private golf club, founded in 1898, located in Reading, Massachusetts, approximately ten miles north of Boston. The original nine-hole course was laid out by Alexander Findlay, a Scottish golf professional and early golf course designer. In the 1960s, the golf course was lengthened, and further improvements were made under the direction of architect Geoffrey Cornish. The Club recently began working with architect Ron Forse to develop a long-range plan that will refine certain design elements and restore a classic look and playability to all golf course areas. The Club is home to 375 golf members with an extensive junior golf program. Facilities include a nine-hole golf course with a practice facility, tennis courts, and a swimming pool. A new clubhouse is currently being constructed and is expected to open by July 1 of 2021 and will consist of a fully operational dining room, an outdoor bar, and grill that allows the membership and guests to enjoy magnificent views of the course. The facility does 24,000+ rounds annually with a very active tournament program.

EMPLOYMENT DESCRIPTION:

The Assistant Golf Professional will assist the PGA Head Golf Professional in all aspects of daily golf department management, including, but not limited to, merchandising, tournaments, instruction, supervision, training, and reporting. All duties of the position are performed with a commitment to the highest customer service level to ensure an exceptional golf experience. Meadow Brook Golf Club's goal is to create a golf experience that exceeds our members' and guests' expectations.

ATTRIBUTES:

- Hospitable
- Attention to detail
- Goal orientated
- Adaptability
- Memorability
- Professional manner and appearance
- Ability to work independently
- Exceeds expectations
- Organized
- Excellent communicator, both written and verbal
- Ability to coach students of all ages and abilities
- Ability to not get flustered in busy environments
- Hard working attitude and a reliable personality

RESPONSIBILITIES:

- Assisting Head Golf Professional in all areas of daily golf department management
- Brand ambassador welcoming members and guests to the Club upon arrival
- Assisting the Director of Outside Operations in assuring groups arrive at the first tee on time with the proper pace of play
- Managing the day to day operations of the Golf Shop
 - Tee sheet and tee management
 - Proper use of POS in charging members for greens fees, cart fees, and merchandise
- Assisting in all areas of merchandising
- Assisting in all areas of managing events
- Assisting in the management of our junior golf program
- Providing group and private golf instruction
- Playing golf with members and guests
- To perform necessary club repairs and custom fitting to the standard required to generate maximum customer satisfaction
- All other duties as needed

QUALIFICATIONS:

- PGA Level 1 Apprentice in good standing
- Strong interpersonal and organizational skills
- Efficient in Microsoft Office (Word, Excel, Outlook) and Event-Man Tournament Software
- Tournament operations experience
- High School diploma or equivalent is required

COMPENSATION & BENEFITS:

- \$675-\$750 per week depending on experience
- Five days forty-hour workweek schedule with two days off each week
- 100% of Private Lesson and Clinic income
- Junior Golf Income
- PGA Education & Dues Assistance
- Staff Equipment Deal
- Health Insurance

EMPLOYMENT DATES:

- April 1 through October 30 (flexible)
- Send a cover letter and resume via email by January 31

CONTACT:

Steve Sheridan

PGA Certified Head Golf Professional

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