

Town of Brewster
Assistant Operations/Pro-Shop Manager
Captains Golf Course

The Town of Brewster seeks qualified candidates for the position of Assistant Operations/Pro-Shop Manager for the Captains Golf Course. The position performs administrative and supervisory work to assist the Director of Golf Operations in the management of two town owned 18 hole golf courses. Duties include, but are not limited to; manages, supervises, and maintains a reputable Pro-Shop, properly staffed and featuring quality merchandise and services; supervises tournaments and games, including scheduling, posting information and rules, recording scores, and determining winners; assists in budget preparation, submits bi-weekly payroll for staff, attend Golf Commission meetings; recruit, hire and trains staff, assign personnel to responsibilities and supervises scheduling; maintain effective public relations.

Bachelor's degree in related field with a minimum of three to five years of work experience in golf course operations, or any equivalent combination of education, training and experience.

This is a full-time, Grade III Personnel Bylaw position with an annual starting salary range of \$60,000 - \$80,000. Applicants should submit a cover letter and resume to Susan Broderick, sbroderick@brewster-ma.gov. Deadline 4pm on 1/29/21. EEO/AA