

Lead Assistant Golf Professional

Addison Reserve Country Club and Association is seeking to hire a Lead First Assistant Golf Professional to join our amazing Team.

The candidate will assist the Head Golf Professional and the Director of Golf in developing, instituting, and managing member-oriented programs and services. These include but are not limited to golf tournaments, leagues, services, and a professional and elegant looking pro shop.

Essential Duties and Responsibilities:

- Provide assistance with customers in the Pro Shop.
- Manage Pro Shop staff as an opening and closing Shift Leader.
- Organize and coordinate golf leagues, outings, and special events.
- Will work directly with the Head Golf Professional on managing and organizing events for the Addison Reserve Men's Golf League.
- Will provide instruction which includes lessons, group clinics, junior camps and private fittings to members and guests.
- Assist with tee-time Coordination.
- Assist in the maintenance of an accurate inventory.
- Mark and define golf courses.
- May also produce educational films for the members on the technology
- Perform club repair which includes gripping of clubs, cut downs and epoxies.
- Manage and oversee Bag room operations.
- Communicate with members, coworkers, management, staff, the general public, and others in a courteous and professional manner.
- Conform with and abide by all regulations, policies, work procedures and instructions.
- Respond promptly when returning telephone calls and replying to correspondence and emails.
- Act, dress, and behave in a professional manner to reflect a positive image of the club.

Knowledge, Skills, and Abilities Required:

- Excellent communication skills.
- Requires responsibility and accountability.
- Requires good time/task management, and a positive and upbeat attitude.
- Must have good customer relations skills.
- Knowledge of golf merchandise is helpful.
- Requires proficiency with club repair tools such as a vice, grip knife, and shaft cutter.
- Must be able to multi-task and think quickly.
- Ability to understand and carry out complex oral and written instructions.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, members, and others.
- Ability to work in a fast-paced environment with many interruptions.
- Ability to be flexible and juggle many assignments or projects at the same time.

- Ability to work long and unusual hours when necessary.
- Interacting comfortably with all levels of staff in the organization.
- Requires a valid Florida drivers' license and ability to operate a golf cart, range picker, or any other piece of drivable machinery at the course.

Computer Equipment and Software Requirements:

This position requires the ability to work with a personal computer in a Windows environment. Must be proficient in Point of Sale Systems, Tee Time Management Software, Golf Genius, Word, Excel, Outlook, and PowerPoint.

Education and Experience Required:

Four years of college plus four years of related experience or any equivalent combination of related training and experience. Has previously worked in a fast paced private club setting. Recent experience managing a busy Women's Golf Association. Must be a PGA or LPGA member in good standing.

BENEFITS

We truly value our employees' dedication to serving our members and guests. For this reason, we strive to treat our employees as one of the most important assets of the Club. Employees of Addison Reserve Country Club will enjoy:

- Employee Meal
- Employee Referral Bonus
- Birthday Recognition
- Employee Social Events
- Uniforms
- Direct Deposit

In addition to the benefits noted above, all full-time, year-round, employees will enjoy:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Company Paid Life Insurance
- Supplemental Life Insurance
- Voluntary Short Term Disability Insurance
- Voluntary Long Term Disability Insurance
- 401(k) Retirement Savings Plan with Company Match
- Paid Vacation
- Paid Personal Time Off
- Paid Holidays

We are a Drug-Free Workplace and an Equal Opportunity Employer.

To apply visit our Employment page at <https://www.addisonreserve.cc/employment>