

## **HEAD GOLD PROFESSIONAL**

### **ABOUT THE JOB**

**Essex Country Club** in Essex, VT is excited to announce the exceptional career opportunity of **Head Golf Professional**. Qualified candidates will thrive in a hospitality environment and be highly focused on providing superior service.

### **THE CLUB**

The Essex Country Club is an 18-hole public golf course just twenty minutes from Burlington, VT. With some of the most picturesque views in the area, the course offers a variety of short and with the greens in spectacular condition. The facility includes a full-length driving range with grass tees adjacent to the clubhouse.

The work schedule includes weekdays and weekends. Hours will vary according to time of year and weather conditions.

### **POSITION OVERVIEW**

The Head Golf Professional is responsible for all aspects of the golf operation, delivering a consistently high-quality experience for members and guests. This leader oversees daily operations, tournaments, leagues, instruction, merchandising, and staff leadership. They serve as the visible, hands-on ambassador of golf—building relationships, creating memorable experiences, and fostering a welcoming environment for players of all ages and skill levels.

The Head Golf Professional reports directly to the General Manager and works collaboratively with the Greens & Grounds Superintendent, committees, and seasonal staff

### **KEY RESPONSIBILITIES**

Member Experience & Daily Operations:

- Ensure an exceptional, friendly, and seamless golf experience every day.
- Greet members, engage regularly, orient new members and maintain strong relationships.
- Manage tee sheets, pace-of-play practices, and practice facility standards.
- Maintain the golf handicap system.
- Provide consistent professionalism on the course, in the golf shop, and throughout the club.
- Implement all PGA programs and resources.
- Promote policies and procedures of the facility.

#### Tournaments, Leagues & Programming:

- Lead all men's, women's, couples, and junior league operations.
- Plan, promote, and execute tournaments with accuracy, enthusiasm, and polished presentation.
- Compile resources needed, including personnel, supplies, signage, rental equipment, etc.
- Produce professional scoreboards, pairings, communications, and event recaps.

#### Teaching & Player Development:

- Offer lessons and clinics for all ages and abilities.
- Grow instruction programming, including beginner clinics and advanced player coaching.
- Administer GHIN and Rules of Golf clinics.
- Lead and expand the junior program, fostering passion and long-term engagement.

#### Merchandising & Golf Shop Management:

- Direct all retail buying, inventory control, and sales strategies.
- Create a merchandise plan that balances member preferences with financial performance.
- Maintain a clean, organized, appealing golf shop environment.
- Manage golf cart program including driver's license validation.

#### Staff Leadership:

- Hire, train, schedule, and evaluate Pro Golf Shop staff.
- Build a positive, team-first culture emphasizing professionalism and hospitality.
- Provide daily coaching, skill development, and service-standard reinforcement.
- Administer Rules of Golf and ensure training of staff.

#### Financial & Administrative Operations:

- Prepare, manage, and monitor budgets and projections; track revenue and expenses to achieve budget goals.
- Construct and maintain a database of members, outings and contacts.
- Develop and update the Event Calendar.
- Maintain accurate reporting for rounds, sales, events, and instruction.
- Work collaboratively with Superintendent to align course activity and course conditions/ needs.

- Communicate effectively with the membership through email updates, notices, and league/tournament information.

**Qualifications:**

- Bachelor's degree preferred.
- PGA Class A Professional preferred
- Five Years Experience as an Assistant Golf Professional.
- Proficient in computer programs including GHIN and POS systems.
- Must have valid driver's license.
- Strong organizational, planning and prioritization skills.
- Previous experience in promoting and marketing the game of golf.
- Self-motivated with excellent interpersonal skills with a focus on customer service.