



## **Lead Assistant Golf Professional - Full Time , Port St. Lucie, FL**

We are looking for a full time Lead Assistant Golf Professional who will be responsible for managing all daily aspects of the Golf Shop and golf operation at the Club, in the absence of the Head Golf Professional, according to the guidelines and philosophy of PGA Management Services, Inc.

If you enjoy working in a fun, professional atmosphere and the opportunity to perform in an exciting environment, then the PGA Golf Club is the place for you! The PGA strives to provide a work environment that is respectful and supportive and allows a balance between professional and personal life.

### **About Us**

We are PGA Golf Properties Inc., a wholly owned subsidiary of the PGA of America. PGA of America is about advancing the PGA's objectives to promote enjoyment and involvement in the game, by providing accessible world-class Championship golf courses, research, education, licensing and advisory services. The PGA strives to provide a work environment that is respectful and supportive and allows a balance between professional and personal life.

### **We Offer**

Full benefits package (medical, dental, vision, and life insurance) including pension plan and 401k plan with Company match  
Paid time off  
Flexible hours, days, nights, and weekends  
Play and Practice Privileges (blackout times may apply)  
Discounted employee meals

### **Lead Assistant Golf Professional Responsibilities:**

Assist with implementing revenue management strategies and processes utilizing the facilities tee time booking engine, and yield management tool to optimize and maximize revenues.

Provide daily round and revenue results, variances, and budget comparisons.

Analyze overall monthly Club performance and provide summary report with recommendations to improve long term strategies.

Assist in all aspects of management of employees, including recruiting; interviewing, hiring and training all hospitality, golf shop and golf operations staff utilizing standard company procedures. Make staffing, disciplinary, and compensation recommendations to department head.

Assume management responsibility in the Golf Shop during the peak periods ensuring service standards are maintained.

Assist with writing and conducting annual and semiannual employee performance reviews and disciplinary actions. Assist with employee development and training plans and provide substantial input on an employee's readiness for promotions, transfers or outplacement.

Assist with labor management and cost controls by planning for and scheduling labor to include Golf Shop and Outside Golf Staff as needed.

Promote golf by teaching and conducting player development programs (where applicable), and staffing club tournament events which are established by the Head Professional and Director of Golf.

Assist in the development of the golf operations budget, the annual golf shop operating budget, and manage respective line items in accordance with budgets while controlling general expenses for the entire golf operation.

### **Lead Assistant Golf Professional Requirements**

Thorough knowledge of general business administration practices and professional golf operations practices and procedures as would be acquired through three years of similar professional golf experience in progressively responsible positions. Prior supervisory experience preferred. Working knowledge of golf course operations and practices necessary. Must be a PGA Class A Member in good standing.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

PGA of America is an equal opportunity employer. All candidates for employment will be considered without regard to race, color, religion, sex, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law. Drug Free Work Place.