



## Golf Services Manager Position Summary

Scarsdale Golf Club is seeking a positive & engaging team-player to join the golf staff as the club's Golf Services Manager. We are looking for an individual who has the skills and enthusiasm to be in a critical role on the golf staff and at the club.

### **SCARSDALE GOLF CLUB**

Scarsdale Golf Club was founded in 1898 and is in the middle of golf-rich Westchester County, New York. The club has a diverse membership of about 300 families, all of whom keep the club busy by taking advantage of the many different activities offered. Our golf course was designed by the renowned architect A.W. Tillinghast, and it is the core element of the club experience. The course is supplemented by a full-size driving range, short game area, 2 putting greens, full-service bag room and cart barn, a thriving caddie program, and a golf shop which stocks equipment, apparel, and other member needs. In addition to all of these golf amenities, the club has an active tennis & paddle-tennis program, pool & aquatics program, fitness facility, and an always-popular bowling program which takes place on our 6 bowling lanes. Additionally, one of the club's best amenities is the metro-north train station located about 200 yards from the front door of the clubhouse - it only takes 30-minutes by train to get from Scarsdale Golf Club to Grand Central Station in midtown Manhattan.

### **CADDIE PROGRAM**

Scarsdale Golf Club takes great pride in its caddie program. Members and guests utilize caddies for most of the rounds played at the club, especially on the busy weekend mornings. The club's facility works well for the caddie program – the caddie break room features a locker room and full bathroom in the same building as the Proshop, cart barn, and bag room. There is also a covered outdoor caddie area off the cart barn where caddies can rest and prepare for their loops. The caddie program is currently made up of approximately 30 full-time caddies, 20 part-time caddies, and up to 30 students who caddie during their summer break. Many of the club's young caddies have been recipients of scholarships from the Westchester Caddie Scholarship Fund over the years. The membership at Scarsdale Golf Club strongly supports the caddie program; the club was named Sponsor Club of the Year by the Westchester Caddie Scholarship Fund in 2017.



## DESIRED QUALITIES OF THE SUCCESSFUL CANDIDATE

- An engaging personality and consistently positive attitude.
- Excellent communication skills – within the golf staff, with the membership, with caddies, and with other key department heads at the club.
- Organization to have timely responsiveness and follow up to member requests and feedback.
- Having the intangible quality of anticipating member & guest needs and delivering on requests before they come up.
- Enthusiasm for developing meaningful relationships with members and their families at a family-oriented country club.
- Skill in balancing multiple tasks & requests simultaneously, while continuing to stay focused on the immediate needs of members & guests currently at the club.
- Foresight to prepare for various events on the club's busy tournament operation schedule.
- Ability to integrate quickly within an established team.

## GENERAL RESPONSIBILITIES OF THE POSITION

- Carry out policies and procedures set forth by the Club's Golf Committee in regard to member & guest play, caddie usage, cart usage, and driving range access.
- Maintain the 1<sup>st</sup> tee with fairness and integrity to assist members and guests onto the golf course in a consistent and efficient manner.
- Assign caddie loops to members based on member preference and fairness.
- Manage the caddie program. Establish & enforce standards for caddie appearance & behavior.
- Work alongside other members of the golf staff to assist golfers in playing the golf course quickly. Facilitate the golf committee's policies and procedures regarding pace of play.
- Oversee SGC's outside operations. Hire, Train, Schedule, and Manage outside operations staff for bagroom, driving range, and cart operations. Make sure outside staff takes pride in their work.
- Maintain the online tee sheet and advance registrations on an ongoing basis.
- Support the golf staff's role in putting on golf outings for member groups and outside groups. Manage Caddies, Cart needs, and outside staff during these events.

## DETAILS OF COMPENSATION

- A year-round salary package will be commensurate with experience and competitive with area clubs.
- Additional compensation is available from outside outing groups.
- A full benefits package is offered to all full-time managers at Scarsdale Golf Club.

Interested candidates should submit resumes to Head Professional Tyler Gosselin by October 20<sup>th</sup> via email: [tgosselin@scarsdalegolfclub.org](mailto:tgosselin@scarsdalegolfclub.org)