

Title: Assistant Director of Outside Operations

About RCC: The Ridgewood Country Club is a twenty-seven-hole private golf course and clubhouse constructed in Paramus, New Jersey. Opened in May of 1929, the Norman Revival clubhouse, located at the north end of the property, is the core from which three nine-hole loops extend toward the southwest, south, and southeast. The golf course was designed by A.W. Tillinghast, notable for his designs at Winged Foot, Baltusrol, Quaker Ridge, Somerset Hills amongst others.

Ridgewood has hosted the 1935 Ryder Cup, the 1974 US Amateur, the 1990 US Senior Open, the 2001 Senior PGA Championship, the first leg of the PGA Tour's Fed-Ex Cup with the Barclays in 2008, 2010 & 2014 and the 2018 Northern Trust along with numerous NJ State Opens and MGA Opens. The US Amateur will return to RCC in 2022.

Ridgewood Country Club looks for candidates that want to work hard and simply be the very best at their job. We want people who strive to stretch their individual performance and inspire others through their passion for service. If that sounds like you or someone you know, we'd love to hear from you.

Purpose of Position Under the direction of the Director of Outside Operations, the Assistant Director of Outside Operations is a full-time position responsible for assisting in the professional and efficient management of golf outside operations and for assembling an efficient management of the caddie yard. Will be expected to ensure the highest quality of service to exceed the expectations of club members. Will perform work in accordance with essential functions and responsibilities as described below and in the spirit of the Club's mission and vision.

Duties shall include but not be limited to:

- Provide the highest level of service to Club members and guests and is knowledgeable of members and anticipates their needs. Ensures outside service golf experiences at RCC exceed their expectations.
- Assists Director of Outside Operations in managing the tee sheet and starting duties, and professionally manages and accommodates members and guests upon arrival.
- Assists with training, supervising, and development of outside staff in accordance with club policies and procedures.
- Responsible for accurate record keeping of daily play, caddie assignments, pace of play. Coordinates with golf shop to ensure accurate and timely fee charges.
- Monitors golfing rules and regulations and reports infractions to Director of Outside Operations and Head Golf Professional.
- Communicate with greens and restaurant staff as needed on course status and events.
- Assists with organizing golf bags in the bag room and accommodating members and members with club storage for the season.
- Organizes and maintains cleanliness of practice tee, driving range, short game practice area, bag room, golf balls and range vehicles.
- Observes all club safety practices and protocols.
- Performs other duties as assigned and designated by the Director of Outside Operations and senior management.

Qualifications:

- Detailed knowledge of golf industry standards.
- Requires a polished and professional demeanor in manner and appearance.
- Solid judgement, ability to anticipate, and skilled in multitasking at a high level.
- Excellent communication and member service skills.
- High attention to detail and great organizational skills.
- Computer skills (Word, Excel, Jonas, phone systems)

Experience/Education:

- Bachelor's Degree
- Two years prior experience in the private club atmosphere.

Work Environment and Physical Demands:

- Work tasks are performed indoors and outdoors and involve physical strength and endurance. Must be able to work in varying temperatures and inclement weather.
- Position requires walking and being on your feet for long periods of time.

- Must be able to exert well-paced ability to maneuver between functions occurring simultaneously.
- Requires communicating effectively with members, guests, co-workers and supervisors.
- Must be able to drive golf carts and use maintenance related equipment.

Projected Work Schedule:

- Must be available to work a minimum five-day work week which will include evenings, weekends, Mondays and holidays. Average hours worked each week to be approximately 40-55 hours.

Total Compensation Range: \$55,000 - \$70,000 per year, Christmas and performance bonus

Benefits: Health, dental, life, holidays, sick, 80% matching 401k, meals, golf

Position Available: March 2020

Email Resume and References to: Bfarrelly@rcc1890.com

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