

Assistant Golf Professional

Job Description

Position Title:	Assistant Golf Professional
Division/Department:	Golf Operations
Reports to:	Vice President of Golf
FLSA Classification & Position Type:	Nonexempt / Full-time Hourly
Location:	Belmont 1600 Hilliard Road, Richmond VA 23228

JOB SUMMARY

We are looking for a dedicated and outgoing Golf Professional to help carry the culture of providing a new golf experience connecting the history of the game to the future of golf. Our facility is focused on making golf more accessible, inclusive, and time efficient. We are looking to build a culture where all golfers feel welcome and enable our team to grow themselves and the game at our facility. Our ideal candidate is looking to be a Head Golf Professional in one to two years.

Belmont Golf Course was built in 1917 by Hall of Fame Architect A.W. Tillinghast as Hermitage Country Club. In the 1930's and 1940's, the course was a frequent stop for the PGA hosting the Richmond Invitational and 1949 PGA Championship. Legends like Ben Hogan, Sam Snead, Gene Sarazen and others walked these hallowed fairways. In 1977, Hermitage Country Club built a new facility west of Richmond and Henrico County purchased the course and named the property Belmont Golf Club. Operated by the county until 2019, First Tee – Greater Richmond leased the course and conducted a \$5M renovation to the golf course converting it to a 12-Hole course (Belmont), a 6-hole par-3 course (Little Bell), and an 18-hole putting course (The Ringer) with practice facilities which rival that of the best private clubs.

The Golf Professional is responsible for implementing an inclusive and friendly atmosphere at the facility in addition to maintaining the highest quality service at all times. This role is also responsible for staff development, hiring, and improvement opportunities in addition to maximizing revenues and managing expenses within the facility budget. Above all, this person will convey First Tee's brand image to all parties in the community – First Tee participants, parents, patrons, teachers, volunteers, and donors.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Responsibilities:

- Lead by articulating the vision and mission to the team and patrons alike; provides administrative assistance and leadership to accomplish strategic and tactical goals through effective communications, coaching, training, and development.
- Strong understanding of Golf Now G1 point of sale platform.
- Assist and grow culture through relationships with patrons, program participants, families, community partners, and operational staff.
- Assist with coordinating facility usage with golf operations, youth programming, and turf maintenance access needs.
- Provide individual golf instruction consistent with First Tee's philosophies.
- Develop and lead group golf clinics to include classroom educational materials and hands on skill development, and course management.
- Conduct individual and group golf lessons and assists with player development programs.
- Organize and lead various leagues, events, and corporate clinics held at the facility.
- Responsible for managing pro shop inventory including monthly counts.
- Assists with oversight of pro shop staff and outside staff, leads training and onboarding for new employees.
- Perform other appropriate tasks as assigned by the VP of Golf.

JOB REQUIREMENTS AND QUALIFICATIONS

- Valid Driver's License
- Bachelor's Degree preferred
- A current PGA Associate or has the desire to enter the PGA PGM program
- 2 years prior golf experience
- Effective and proactive team communication, facilitation, problem solving, and decision making
- Experience in interpersonal relations and customer service
- Ability to conduct club fittings and/or the desire to learn how to conduct fittings
- Must be able to lift 50lbs to chest height
- Ability to work weekends and holidays as needed
- Skilled with Microsoft Office Suite

OTHER INFORMATION AND EXPECTATIONS

- Maintains adherence to the organization's policy on confidentiality in all matters regarding personnel, financial, volunteer, and other business information about the organization.
- Seeks and participates in continuing education or professional development related to the position, the organization, or both.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; use fingers and hands to control computer mouse, type or write; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

EEO STATEMENT

First Tee - Greater Richmond provides equal employment opportunities (EEO) to all employees and applicants and does not make employment decisions because of or on the basis of race or traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, including lactation, age (40 years of age or older), national origin, disability, marital status, veteran status, or any other basis prohibited by federal, state, or local law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. First Tee – Greater Richmond reserves the right to modify the scope of this position. Factors that may affect this position include, but are not limited to, those related to business needs, organizational structure, industry trends, and individual skills and performance.

**To apply please send a resume and cover letter to Mark Lynch, VP of Golf, at
mark@firstteerva.org**