

Position Description

Position Title: Player Development Coordinator

Supervisor: Club Manager

FSLA Status: Seasonal

Golf Course: Tamarack

Position Summary:

The Player Development Coordinator will work with the facility management teams at Tamarack, The Meadows and Raritan Landing to plan, organize, promote and conduct golf instruction and player development programs to meet the needs/demands for all golfer segments (gender, age, skill level, etc.).

The Player Development Coordinator will also assist the Club Manager in managing all golf-related activities at Tamarack.

In season, it is anticipated that the Player Development Coordinator will spend approximately 75% of their time at Tamarack and the other 25% split between The Meadows and Raritan Landing.

Qualifications and Knowledge:

- PGA or LPGA preferred
- College Degree preferred
- Must have 3-5 years golf industry experience
- Must have experience with state-of-the-art golf instruction technology; including video, computer analysis and club-fitting techniques
- Experienced in golf instruction
- Experienced in building player development and instructional golf programs
- Experienced conducting golf outings/events
- Must have a strong business aptitude and passion for the golf business
- Must have experience in golf operations management and a demonstrated ability to run a professional, efficient, high quality, service-oriented golf operation

Skills:

- Must have strong computer skills – Word, Excel, POS and Tee Sheet Management
- Highly polished interpersonal skills, with the ability to connect with people easily and quickly
- Must be highly motivated, goal driven and self-starter
- Must be highly organized, efficient and detail-oriented
- Must have skill to exercise good independent judgment in assessing situations and making decisions
- Must have strong customer/guest skills
- Must have solid supervisory and leadership skills

Position Responsibilities:

- Develops and administers instructional programs for all player segments
- Program development shall focus on Fun, affordable, welcoming environment and provide for graduation opportunities.
- Ensures consistent teaching philosophies are being administered
- Manages teaching and merchandise inventories
- Supervises information requests regarding or pertaining but limited to, lessons, golf reservations and instructional programs
- Represents facility in the community to generate positive relationships with school districts and local businesses through promotional activities and programs
- Assist in managing the facility and staff
- Process customer reservations for guests of the golf course
- Assist in coordinating of individual, group, and tournament play as directed by the Club Manager
- Works closely with Marshall and Starter to monitor all aspects of play including starting, monitoring pace of play, safety on the course and golf course markings
- Provides customer service to arriving guests to help expedite check-in process
- Attends Departmental meetings as required
- Perform other duties as assigned

Working Conditions:

- While performing the required duties of this job, the employee is regularly required to reach with arms and hands.
- The employee often is required to walk, stand, talk or hear, handle, feel or operate objects.
- The employee must be able to lift and/or move up to 30lbs occasionally.
- The employee will occasionally be required to sit, stoop, kneel, crouch, or crawl.
- Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.
- Moderate exposure to extreme cold, heat, working outdoors, mechanical hazards and electrical hazards. Exposure to pollens and dust.
- Noise level is moderately quiet
- Work extended hours during golf and holiday season
- Work weekends and holidays

To apply, please send resume and cover letter to:

Matthew Wiater, Director of Human Resources, Middlesex County Investment Authority

Matthew.wiater@mciauth.com