



Board of Directors

581 St. Albans Road
Swanton, VT 05488

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Pro Shop Manager

Champlain Country Club located in Swanton, Vermont is seeking a Golf Pro Shop Manager for daily operations for the 2021 golf season. Tentative season start date would be the end of March 2021.

Job Qualifications:

- Must have a basic knowledge of computer skills, and programs (ForeUp knowledge a plus)
- Knowledge of the golf industry
- Customer service skills
- Prior management skills are preferred
- High school diploma (or equivalent), or higher
- Driver's License

Job Description

Champlain Country Club is looking for a qualified manager to add to the team. This person will work closely with the current Golf Professional on staff, as well as with the Board of Directors, and the Pro Shop Committee. This position oversees the daily Pro Shop operations to ensure that a high level of guest services is offered on a consistent basis.

The manager will be responsible for hiring, training, managing, and scheduling Pro Shop staff. They will report weekly hours to the payroll company, and complete daily sales reconciliations that will be sent to the Bookkeeper in a timely manner. This person will also assist the Golf Professional with purchasing inventory items and keeping the Pro Shop stocked with golf-related merchandise. They are required to manage incoming invoices that are related to Pro Shop expenses, which will need to be sent for approval and payment to the Bookkeeper.

Work Schedule

The position is a salaried seasonal position with a requirement of 45-50 hours per week with two days off. The Pro Shop is open from dawn until dusk Monday through Sunday, as well as Holidays.

Benefits include full golf privileges, paid training, and a year-end bonus based on performance.

We are looking for a friendly staff manager that is outgoing and professional to help members and guests with any questions or concerns they may have throughout the season.

Golf Professional Michael Swim Superintendent Chris Saylor