

Head Golf Professional

Job Description

Position Title:	Head Golf Professional
Division/Department:	Golf Operations
Reports to:	Chief of Staff
FLSA Classification & Position Type:	Exempt / Full time
Supervisory Position:	Supervisory
Location:	Belmont Golf Course 1600 Hilliard Rd, Richmond VA 23228

JOB SUMMARY

First Tee – Greater Richmond (FTGR) is a youth development organization that uses golf to shape the lives of young people from all backgrounds. Through our programs, we build character, teach life skills, and provide mentorship in a safe and supportive environment.

Belmont Golf Course, originally built in 1917 by Hall of Fame architect A.W. Tillinghast, has a rich history, hosting PGA events like the 1949 PGA Championship. First Tee – Greater Richmond revitalized Belmont in 2019, transforming it into a reimagined golf experience featuring a 12-hole course (Belmont), a 6-hole course (Little Bell), an 18-hole putting course (Ringer), and top-tier practice facilities.

We are seeking a dedicated and outgoing Head Golf Professional to deliver a fresh golf experience that honors tradition while embracing the future. Our facility is committed to making golf more accessible, inclusive, and time-efficient, creating a welcoming environment for all. The ideal candidate will foster a strong culture where golfers feel at home and our team can grow. They will expand on the game's traditions to create engaging programming that connects the community to Belmont. Above all, our Head Golf Professional will represent First Tee – Greater Richmond and its mission.

The Head Golf Professional will be responsible for creating an inclusive and engaging atmosphere at Belmont while delivering exceptional service. Key responsibilities include staff hiring and development, program leadership, and financial management to maximize revenues and operate within budget. Above all, this individual will embody and promote First Tee's mission, engaging with participants, families, patrons, educators, 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.

- Lead the daily operations of Belmont and foster relationships with patrons, First Tee participants, staff, and community partners to deliver the facility's vision and inclusive culture.
- Supervise all golf operations staff which includes full-time golf professionals, part-time experience team members, cart & range attendants, and volunteers. Hiring, training, and scheduling golf operations staff.
- Lead the planning and execution of all golf leagues, tournaments, member appreciation, and other initiatives.
- Responsible for developing, forecasting, and closely monitoring the operational budget and implementing corrective action as needed.
- Responsible for revenue and expense reporting and bank deposits.
- Develop and improve standard operating procedures, emergency and safety plans, and best practices in facility operations.
- Conceptualize engaging events, merchandise opportunities, and membership campaigns.
- Develop and supervise all golf instructional programs. Lead group instruction and clinics as well as individual lessons.
- Communicate the mission, values, and operating principles of the organization to employees, members, and other guests.
- Maintain Food and Beverage compliances and procedures.
- Oversee the care and maintenance of all physical assets and buildings.
- Perform additional responsibilities related to the success of the organization.

JOB REQUIREMENTS AND QUALIFICATIONS (education and experience)

- Bachelor's degree and a background in business administration, sports management, facility management, or another related field preferred but not required
- PGA Class "A" Member preferred but not required
- Experienced in running leagues, tournaments, and outings utilizing Golf Genius
- Experience in retail and merchandising, food and beverage operations and golf operation logistics.
- Previous experience of managing an operating budget with P&L responsibilities
- Successful track record of creating and implementing proactive team communication, facilitation, problem-solving, and decision making
- Knowledge of and commitment to the goals and philosophy of First Tee

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.

WORK ENVIRONMENT, TRAVEL AND EXPECTED WORK HOURS

This position is performed in a golf course environment with office work such as staff scheduling, budget oversight, performance reviews, and other administrative tasks. Typical days and hours of work will fluctuate with evenings, holidays, and weekend work as required by special events and business demands.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to 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. The employee must be able to lift 50 lbs. to shoulder height.

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.