



Roaring Fork Club CAREER OPPORTUNITIES: Golf Operations – Caddie Manager/Starter

- Terms:** Full-time, Seasonal, April 15th – October 15th (flexible)
- Salary/rate:** Exempt salary equal to \$1,450 - 1,650/week, paid biweekly, depending on education, skill set and experience
- Benefits:** Playing & Practice Privileges, Relocation Allowance, 50% of PGA Dues Paid (if applicable), Shift Meals (during peak season), Clothing Allowance, Education Opportunities
- Reports to:** Head Golf Professional
- Overview:** **Spend Your Summer in the Stunning Rocky Mountains!**

Are you ready to embrace an unforgettable summer adventure? Nestled in the heart of the breathtaking Rocky Mountains, Roaring Fork Club offers unparalleled access to outdoor activities like hiking, biking, fly-fishing, and golf—all just steps away.

Join our team of professionals who share your passion for the outdoors and an active lifestyle. From competing on our spirited softball team to exploring the scenic surroundings, your time at Roaring Fork Club will be as rewarding as it is fun.

- About the role:** The **Caddie Manager** at Roaring Fork Club is an integral part of creating a special golf experience for our members and their guests. This position's high-interaction with members and clear communication with fellow team members and the caddie core is critical in fostering a welcoming environment.
- This position, when coupled with starter and outside operations responsibilities, is one that presents unique opportunities to provide exceptional service and will require a candidate that works well with others and one that can multitask in a fast-paced environment with minimal supervision.

- Responsibilities:**
- Caddie Manager
- ➔ Practice and promote name recognition.
 - ➔ Works with Jonas tee sheet, ClubUp and Assistant Caddie Master to schedule caddie loops.
 - ➔ Communicate with caddies to ensure that they are with their loops on the practice tee prior to their round.
 - ➔ Proactively communicate with membership, guests, and co-workers to provide appropriate and timely caddie assessment.
 - ➔ Caddie Training – promote excellent habits through rigorous training program of young, incoming caddies.
 - ➔ Work with Assistant Caddie Master to orchestrate caddie payroll weekly.
 - ➔ Roaring Fork Club has a proud tradition of sending student and honor caddies through the Evans Scholar Program. This position will have a working knowledge of this program and be able to promote and assist eligible caddies through this process.
 - ➔ Monitor pace of play and act as on course player assistant when needed.
 - ➔ Play golf with members, when desired, to promote the caddie program and its ideals.

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Responsibilities:**Starter**

- ➔ Control first tee and practice tee flow and reporting of all players to the first tee.
- ➔ Inform players of the Rules of Play of the Roaring Fork Club.
- ➔ Daily: Cart usage, GPS usage, beverage cart/food options, inform players/members of the pace of play of Roaring Fork Club, assist players with determining the appropriate tees for their play
- ➔ Thoroughly understand the golf operation: Professional Shop, Practice Facility, outside operations, tournament schedule, golf instructional staff
- ➔ Effectively communicate and coordinate with all members of the golf staff.
- ➔ Identify policy issues and alert the professional staff.
- ➔ Check in all players and record transportation details.
- ➔ Possess the ability to mentally and physically organize the first tee to coordinate a smooth transition for the members from the practice areas to the first tee.
- ➔ Communicate with co-workers, members, and caddies to maintain a smooth flow of traffic on the golf course.
- ➔ Process guest fees, cart fees and other transactions using Jonas point of sale system.
- ➔ Assist the professional staff with tournaments and special events as required.
- ➔ Look for opportunities to create memorable and unique experiences for our membership and their guests.

Requirements:

- ➔ High degree of professionalism and commitment to excellence and high standards in customer service.
- ➔ Communication skills to work with caddies and members to understand the desire of a consistent and high quality product.
- ➔ An understanding of golf course flow and operations is critical to ensure on time operations at a busy seasonal club.
- ➔ Detail-oriented and able to prioritize workload, managing multiple tasks simultaneously in a fast-paced working environment with limited supervision.
- ➔ Track record of planning and organizing people and projects.
- ➔ Ability to be a self-starter whereby little supervision is required to accomplish tasks.
- ➔ History of integrating quickly with a team to accomplish operational goals.
- ➔ Ability to work with and oversee an Assistant Caddie Manager.
- ➔ Enjoy smiling and having a good time while working hard to produce an exceptional service experience.

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