

Golf Services & Pro Shop Manager

EMPLOYMENT	SEASON	HOURS	COMPENSATION
Full-time, recurring seasonal	Approximately April to October	Approximately 40 hours per week	\$25-\$29/hour, based on experience

Pineridge Golf Resort is looking for a friendly, experienced and dependable leader to manage our daily golf services and Pro Shop operations. This role is ideal for someone who takes pride in exceptional customer service, enjoys working with people and is confident leading a team.

The Manager will work regular Pro Shop shifts while also receiving dedicated weekly administrative time for scheduling, inventory, reporting, staff management and operational preparation.

What You Will Do

- Manage daily golf services and Pro Shop operations on a set schedule that includes weekday and weekend shifts.
- Hire, schedule, train and supervise seasonal staff while ensuring dependable coverage.
- Oversee public-play golfer check-in, customer service, tee-time bookings and routine concerns.
- Sell and administer season passes, payment plans and pass-holder records.
- Oversee Tee-On and point-of-sale procedures, staff training and accuracy.
- Manage inventory: ordering, receiving, stocking, physical counts and reconciliation.
- Facilitate weekly leagues and the operational delivery of member events.
- Coordinate Pro Shop staffing, check-in and tee-sheet support on tournament days.
- Ensure policies and service standards are followed consistently.
- Provide regular operational, sales and inventory reporting to senior management.

What We Are Looking For

- Previous leadership, supervisory or management experience.
- Friendly, professional and committed to exceptional customer service.
- Mature, dependable, organized and self-motivated.
- Confident leading staff and making day-to-day decisions.
- Strong communication, organization and problem-solving skills.
- Experience with scheduling, inventory, cash handling or point-of-sale systems.
- Golf knowledge or golf-industry experience is a strong asset.
- Available for flexible shifts, including weekends, holidays and occasional evenings.
- Interested in returning each golf season as a trusted part of the Pineridge team.

DEDICATED MANAGEMENT TIME

Scheduled time away from the front desk is included within the regular workweek for schedules, inventory, reporting, staff follow-up, Tee-On administration and operational preparation. The Manager ensures qualified staff cover the Pro Shop during this time.

Why Join Pineridge?

Pineridge is a welcoming, locally owned golf resort with a strong community of members, guests and seasonal staff. We value friendly service, teamwork, accountability and positive people who bring great ideas to the workplace. Perks include complimentary golf privileges, on-shift meal discounts and staff clothing discounts.

APPLY TODAY

Email your resume and a brief introduction to nicole@pineridgegolfresort.com

Please use the subject line: **Golf Services & Pro Shop Manager**