

## **Outside Operations Manager**

McGregor Links is a Devereux Emmet design built in 1921. McGregor Links is a semi private club with over 300 members. McGregor Links has hosted seven New York State Amateur Golf Championships and two US Open local qualifiers. The club is located just outside beautiful Saratoga Springs in the Town of Wilton. McGregor's unique links style layout was influenced by many Scottish designs featuring little bluestem and native grasses surrounding each fairway. McGregor Links celebrated its centennial year in 2021.

McGregor Links is a family friendly club hosting the Saratoga Springs High School men and women's golf team along with the home course of the Skidmore College golf team.

Other facilities include a swimming pool, tennis and pickleball courts, along with a newly constructed chipping and putting area. The clubhouse was renovated in 2016 and hosts weddings, banquets, and many other events.

The pro shop is located next to the first tee in a separate 2500 sq. ft. building has been recently upgraded to provide a more professional look for our club. The club is generally open from April 1st to November 15th. McGregor Links offers a wide range of membership fees and golf rates for everyone.

## **Essential Responsibilities**

Position Summary: Provide complete services for members and their guests relating to the handling of players bags, golf carts and driving range operations.

### Essential Job Functions:

- Prepare and deliver golf carts from the cart barn to the daily staging area.
- Loads members and guest's golf bags and equipment from the storage room onto the golf carts.
- Ensure golf carts are clean and properly prepared with score cards, pencils, tees and towels.
- Transports range balls to each end of range and fill appropriate containers.
- Places baskets of golf balls at evenly spaced intervals on range.

- Monitor the pace and flow of play on the golf course.
- Monitor the parking lot and bag drop area at all times.
- Removes bags from golf carts and returns bags to assigned rack in bag storage room.
- Cleans all clubs for members and guests.

#### Other Duties & Responsibilities:

- Empty Trash on the Golf Course
- Keep storage and staging area clean and uncongested.
- Keep practice chipping and putting areas neat and clean, pick up all practice balls during and at the end of the day.
- Clean, store and charge golf carts at the end of the day.
- Assist with shipping and receiving of members golf clubs.
- May perform other assignments and duties, as area needs require.

#### Skills & Knowledge:

- Able to organize daily play.
- Able to lift 50 pound sets of golf clubs all day long.
- Computer skills.
- Strong customer service skills, with ability to interact with members in a professional manner, demonstrating courtesy, tact and good judgment at all times.
- Knowledge and understanding of all aspects of outside golf operations and service at a private golf facility.
- Ability to operate a golf cart safely.

#### Special Working Conditions:

- Indoors and outdoors, exposure to all weather conditions.
- Able to meet and perform the physical requirements and to work effectively in an environment which is typical of this position.
- Frequent lifting, bending, climbing, stooping and pulling.
- Frequent repetitive motions.
- Continuous standing and walking.
- Must have flexible schedule which includes weekends, evenings and holidays

## **Benefits**

Tournament Gratuities  
Playing Privileges  
Potential Junior Camp Revenue (If interested)  
Meal Discounts  
Golf Shop Discounts