**DIRECTOR OF INSTRUCTION**

by [James Swift](https://golfbusinessnetwork.com/author/jswift/) | Mar 30, 2023

* Closes: April 30, 2023

**Total Compensation Range:** $75,000 - $95,000

**Compensation Components:**

·  Hourly Wage

·  Retail Commission

·  Lessons

·  Clinics

·  Club Repair

·  Professional Play

·  Holiday Bonus

**Sea Pines Country Club**

*Sea Pines Country Club provides a luxury lifestyle that feels like home to our members. We are a private club just inside the Sea Pines gate and our amenities include an 18-hole golf course, 7 tennis courts, 3 swimming pools, 4 pickleball courts, bocce, fitness classes, and much more. Our members enjoy our Clubhouse, including our fine dining and casual fare options. We are proud of our team, and our team is proud to be part of our club family! We would love to have you join us! Our friendly and diverse staff truly sets us apart from other club career opportunities in the area, not to mention the beautiful location and facilities of our Club. Our Commitment to You • Work-life balance • competitive pay rate commensurate with experience • Culture of constant improvement, including extended education and career training.*

**Type of Facility:** Private - Member Owned

**Number of Holes:** 18

**Rounds of Golf:** 30,000-34,999

**Club's Season:** Year-Round - Golf Season 12 Months

**Indoor Teaching Facility:** Yes

**Gratuity Policy:** Club Tips Allowed

Position: Director of Instruction

Reports to: Director of Golf

Class: Full-Time Year Round

Effective: March 29, 2023

**Job Overview**

The Director of Instruction is responsible for the daily operation of “The Barn” Learning Center. The position requires various management functions including, but not limited to: planning, organizing, promoting, and conducting instructional programs; scheduling staff; conducting performance reviews; leading training seminars for staff; and representing Sea Pines Country Club in the community as well as the industry. The Director of Instruction will also work closely with the Golf Course Superintendent as well as the entire golf professional staff.

**Job Responsibilities**

Ø Abide by all policies and procedures detailed in this document as well as the Sea Pines Country Club Employee Handbook.  
Ø Foster an environment of learning for the Membership, Guests, and fellow staff.  
Ø Maintain an energetic and positive atmosphere that will welcome all golfers to the Learning Center regardless of their skill level.  
Ø Develop programs that will benefit and encourage golfers of all skill levels.  
Ø Maintain accurate accounting records of all lessons by the professional staff.  
Ø Provide and maintain a process for which Members can schedule lessons and organize a schedule that does not create a back-log or over-booking scenario.  
Ø Supervise the maintenance of all golf practice facilities to ensure safe, clean, organized, and professional conditions on a constant basis.  
Ø Enforce all the Barn’s Learning Center rules and regulations, including hours of operation and dress code.  
Ø Supervise and Manage the Barn Learning Center Professional Staff in concert with the Director of Golf.  
Ø Maintain all teaching aids and equipment inventory in excellent condition.  
Ø Work with the Director of Golf to assess and acquire fitting systems, technology for instruction and fittings, and maintain the inventory of these assets.  
Ø Attain approval for purchases from the Director of Golf.  
Ø Oversee all instructional programs and lesson schedules at the facility.  
Ø Be proficient in current technologies, training aids, and learning theories.  
Ø Work with the Director of Golf to establish the Learning Center budget and provide monthly reports on the fiscal progress of the Learning Center, including P&L reports and expense reports.  
Ø Play golf with the Membership and take an active role in the Men’s and Ladies’ Golf Associations.  
Ø Provide assistance during major Club Tournaments to the professional staff.  
Ø Maintain a status of good standing as a member of the PGA and/or LPGA and participate in annual continuing education.  
Ø Train professional staff in all facets of golf instruction as well as the management of instructional programs.

**Specific Duties**

Ø Schedule and conduct weekly instructional clinics on predetermined topics for Members.  
Ø Schedule and conduct weekly practice sessions on a no-charge basis for Members.  
Ø Create, schedule, and conduct monthly golf schools for Members.  
Ø Plan, organize, and conduct Camp Sea Pines Junior Clinics.  
Ø Conduct individual, group, and on-course instruction.  
Ø Participate in monthly staff pro-am for Members.  
Ø Attend and support Member seminars on course management, Rules of Golf, and Handicaps.  
Ø Provide an introduction and tour of the Learning Center for new Members.  
Ø Conduct a monthly clinic for new Members.  
Ø Maintain fiscal responsibility for the Learning Center.  
Ø Maintain inventory of the fitting systems, demo equipment, and hard goods for sale in the Learning Center.  
Ø Support and assist with all scheduled demo days at the Learning Center.

**Scheduling Parameters**

Ø The Director of Instruction is responsible for maintaining a schedule of availability to the Membership. Sea Pines Members have first priority for all instructional programs.  
Ø The Director of Instruction will spend 30% of their time in the management component of the Barn Learning Center, with the other 70% dedicated to instruction.  
Ø The Director of Instruction will be limited to ten (10) “non-member” lessons per week, with those defined as an individual who is not considered a family guest of a Sea Pines Member – each non-member lesson must be sponsored by a Sea Pines Member and billed the corresponding fees.

**Benefits:**

· Full Health Benefits

KInd regards,

JAMES SWIFT

Director of Golf Operations

30 Governors Road, Hilton Head Island, SC 29928

(843) 671-2345 ext. 230

www.seapinescountryclub.com