

Golf Director

Ridgefield Golf Course - Town of Ridgefield, CT

Leadership opportunity at Ridgefield's public golf facility



The Town



Ridgefield is located in the foothills of the Berkshire Mountains, approximately one hour north of New York City. Founded more than 300 years ago, the Town has a population of just over 25,000 and is known for its historic Main Street, highly rated school system, cultural attractions, and picturesque setting. Situated in prosperous Fairfield County, Ridgefield is accessible to regional transportation while retaining its distinctive community character.

With six airports, two train stations, and three major interstates within driving distance, Ridgefield offers access to the region while retaining a distinctive sense of place. The Town provides a vibrant mix of culture, dining, shopping, and outdoor recreation, including the Aldrich Contemporary Art Museum, Weir Farm National Historic Site, Keeler Tavern, the Ridgefield Playhouse, the Prospector Theater, and ACT of CT.



Ridgefield is governed through a grouping of boards, committees, and commissions working under the direction of the First Selectperson. Under the Town Charter, a five-member Board of Selectpersons is elected every four years. The Town is a full-service municipality, providing Fire, EMS, Police, Public Services, Golf Course Operations, Animal Control, and other municipal functions.

Ridgefield Golf Course

Ridgefield Golf Course is a community-oriented public golf facility serving recreational golfers, leagues, tournaments, families, beginners, experienced players, and local organizations. The Fazio-designed course is located in the heart of Fairfield County and features rolling terrain, tree-lined fairways, ponds, challenging greens, and scenic local views. The front nine is generally more open from tee to green, while the back nine presents a more demanding test off the tee.

The course operates from approximately April 1 through the last Sunday in November. Its busiest and most demanding period occurs during the golf season.

The facility supports:

- Daily public play and tee-time operations
- Golf instruction, clinics, junior programs, and summer camps
- Leagues, tournaments, outings, and community events
- Pro shop retail sales and golf-related services
- Contracted food-and-beverage service for golfers
- Coordination among golf operations, maintenance, the Golf Committee, Town leadership, vendors, and the public



The Opportunity

The Town of Ridgefield, Connecticut, seeks an experienced, energetic, business-minded golf professional to serve as Golf Director and lead the complete operation of the Ridgefield Golf Course. This is an exceptional opportunity to manage a highly visible municipal golf operation in partnership with the First Selectperson, Golf Committee, Board of Selectpersons, Town departments, course staff, golfers, vendors, contractors, and community organizations.

The Golf Director is responsible for golf operations; clubhouse, pro shop, and golfer-facing facilities; administration; budgeting; seasonal staffing; tournaments; instruction; programming; maintenance coordination; and coordination with the Town's contracted food-and-beverage concessionaire.

The position also includes the opportunity to operate the pro shop as an independent private business under a business agreement with the Town. Subject to Town policies and the employment agreement, the Golf Director may also provide golf lessons, conduct summer camps, install approved tee signs, and harvest golf balls from course ponds without an additional fee to the Town.

The successful candidate will be comfortable in a demanding, public-facing environment; lead a substantial seasonal workforce; and balance excellent customer service, golf-industry knowledge, sound business judgment, and responsible municipal financial management.



Reporting and Scope of Authority

- Reports to the First Selectperson and serves as a Town department head under an employment contract.
- Works collaboratively with the Golf Committee, Board of Selectpersons, Finance, Human Resources, Public Services, and other Town departments.
- Directs the day-to-day administrative and operational functions of the Ridgefield Golf Course, subject to Town Charter provisions, ordinances, Town policies, approved budgets, contracts, and applicable law.
- Supervises Town golf-course operations staff and coordinates with the Golf Course Superintendent, maintenance staff, contractors, vendors, concessionaire, and independently employed pro shop staff.
- Serves as the principal operational liaison among Town leadership, the Golf Committee, golfers, employees, vendors, and community partners.

Scope of Operation

The Golf Director will oversee an operation with the following general characteristics:

- Approximately 25 seasonal and part-time Town employees
- Full-time maintenance personnel, including the Golf Course Superintendent, a five-person full-time staff, and seasonal maintenance staff
- Seasonal and part-time Town employees generally limited to approximately 29 hours per week and 1,000 hours per year
- An annual operating budget of approximately \$1.4 million, excluding bond payments on capital items and employee benefits carried elsewhere in the Town budget
- Recent annual revenue of slightly more than \$1.9 million for the fiscal year ending June 30
- A public-facility mission in which the Town seeks responsible operations and strong service, rather than profit maximization alone
- Budget and operating figures are provided as general information and may change from year to year.

Essential Duties and Responsibilities

Golf Operations and Administrative Leadership

- Ensures that the course, clubhouse, pro shop, and related facilities operate safely, efficiently, professionally, and with a consistently high level of customer service.
- Establishes and maintains operating procedures for tee times, golfer check-in, course access, pace of play, weather and course closures, safety, customer service, and special events.
- Prepares reports, recommendations, schedules, operating plans, and other materials required by the Town. Maintains accurate records relating to staffing, operations, revenues, expenses, inventory, events, facility needs, and customer-service concerns.
- Attends regular Golf Committee meetings, currently held monthly, and presents operational, financial, staffing, maintenance, and capital needs to the Golf Committee and appropriate Town representatives.
- Manages the golf-cart fleet, including leasing, GPS monitoring and programming, repair coordination, operational procedures, and related staff responsibilities.

Budget, Finance, and Procurement

- Develops, monitors, and manages the annual operating budget; tracks revenue, expenditures, payroll-related costs, purchasing, supplies, contracts, and operating commitments; and prepares forecasts, budget requests, financial reports, and capital-needs recommendations.
- Works within applicable Town purchasing, accounting, payroll, personnel, and financial-control procedures.
- Monitors financial performance throughout the year and recommends timely adjustments to the Golf Committee and Town leadership.
- Understands and communicates the distinction between operating expenditures, capital expenditures, bond payments, and employee benefits carried in other Town budgets.
- Manages the course responsibly while recognizing the Town's objective to provide a high-quality public golf facility

Staffing and Personnel Management

- Recruits, interviews, hires, trains, schedules, supervises, and evaluates approximately 25 seasonal and part-time Town employees in accordance with Town policies. Coordinates staffing for first- and tenth-tee starters, ranger functions, golf operations, administrative support, maintenance-related needs, events, and other seasonal activities.
- Develops schedules that reflect weather, peak demand, tournaments, leagues, weekends, holidays, and other operating requirements, while managing seasonal and part-time employees within applicable hour limitations.
- Promotes a professional, respectful, safe, and customer-focused workplace.
- Ensures employees understand job duties, course policies, customer-service standards, and safety expectations.
- Pro shop personnel are independently hired, paid, and supervised by the Golf Director's private pro shop business and are not Town employees.

Pro Shop Business Operations

- Operates the pro shop as an independent private business, subject to the Town's business agreement and all applicable laws and policies.
- Assumes responsibility for the pro shop's daily operation and financial performance; establishes appropriate hours and staffing; and maintains a clean, organized, professional, and attractive retail environment.
- Purchases, prices, displays, markets, and sells approved golf equipment, apparel, accessories, and merchandise.
- Manages inventory, receiving, pricing, sales, shrinkage, turnover, point-of-sale systems, business records, rental equipment, club repair, and approved golf-related services.
- Develops seasonal merchandising and promotional programs while ensuring that the pro shop does not compete directly with the food-and-beverage concessionaire.
- Maintains required business licenses, permits, insurance, tax records, and other documentation.
- Except for simple cash-register transactions, Town employees may not assist the Director's for-profit pro shop enterprise.

Instruction, Programming, and Player Development

- Provides individual and group instruction for golfers of all ages and skill levels.
- Develops and promotes private lessons, clinics, playing lessons, junior programs, beginner programs, women's and senior programs, summer camps, and other player-development opportunities.
- Coordinates teaching and program schedules with tee times, maintenance activities, tournaments, leagues, and other operations.
- Ensures instruction and programming are conducted professionally, safely, and in a manner that expands access to golf for families, new golfers, and diverse community participants.

Tournaments, Leagues, and Events

- Schedules, markets, and administers tournaments, outings, leagues, and special events.
- Develops event formats, registration procedures, pairings, starting times, rules sheets, scoring processes, and participant communications.
- Coordinates with organizers, sponsors, participants, Town staff, maintenance personnel, vendors, and the concessionaire to ensure efficient events consistent with golf rules and facility policies.
- Identifies and develops appropriate opportunities for charity events, corporate outings, junior competitions, and community tournaments.

Food-and-Beverage Concession Coordination

- Serves as the Town's day-to-day operational contact for the contracted food-and-beverage concessionaire.
- Coordinates concession operations with golf play, tournaments, leagues, outings, and special events; monitors cleanliness, service quality, availability, and the overall golfer experience; and communicates feedback and concerns to the concessionaire, Golf Committee, and Town representatives.
- Ensures that concession operations comply with the applicable agreement, health and licensing requirements, and Town policies.

Facilities, Maintenance, and Capital Planning

- Oversees the condition, cleanliness, appearance, safety, and functionality of the clubhouse, pro shop, related buildings, and golfer-facing facilities.
- Establishes opening, closing, inspection, security, and emergency procedures; identifies hazards and deficiencies; and reports repairs, maintenance concerns, and capital needs to the Golf Committee and Town representatives.
- Coordinates with Town departments, contractors, and vendors regarding building systems, utilities, equipment, repairs, signage, customer amenities, and facility improvements.
- Supports planning for capital improvements, equipment replacement, and seasonal opening and closing.
- Provides administrative and operational oversight of course maintenance in coordination with the Golf Course Superintendent and maintenance personnel.
- Coordinates maintenance schedules, playability concerns, safety issues, course closures, projects, irrigation, drainage, landscaping, equipment, and supply needs.
- Communicates course conditions, temporary rules, weather closures, construction, and maintenance activities clearly to golfers and stakeholders.
- Oversees or coordinates required water-treatment activities, including water testing and applicable State compliance requirements.

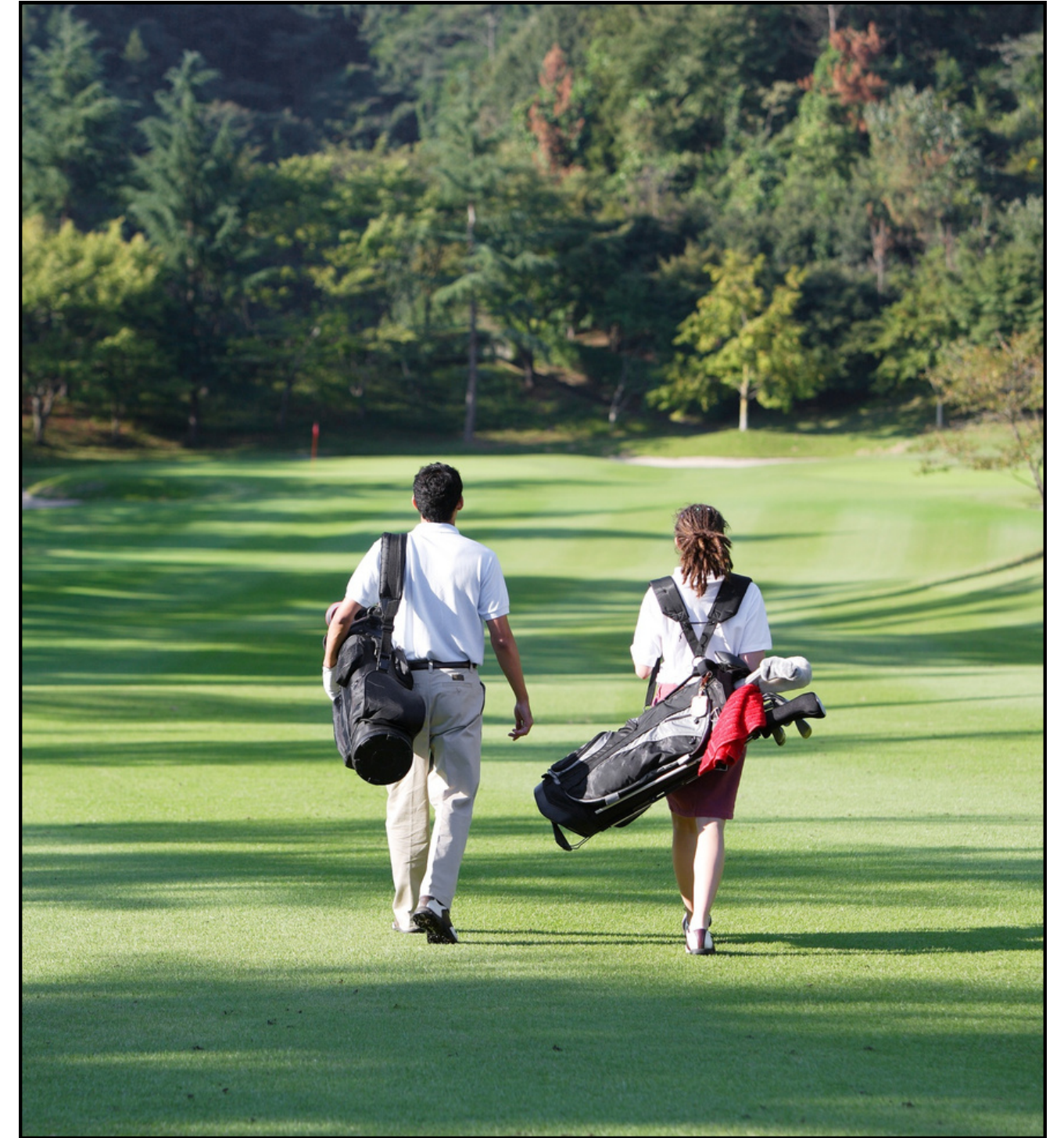
Public Communication and Partnerships

- Serves as a principal point of contact for golfers, residents, leagues, sponsors, event organizers, vendors, contractors, and community organizations.
- Responds professionally to concerns and supports timely, accurate communication about course conditions, operations, programs, events, policies, and closures.
- Works constructively with Town leadership and the Golf Committee, and supports communications through the Town website, golf-course platforms, email, social media, reservation systems, and other approved channels.

The Ideal Candidate

The ideal Golf Director will be a visible, collaborative, service-oriented golf-industry leader with sound judgment, and a demonstrated ability to deliver an exceptional public-golf experience. This individual will combine strategic planning with hands-on operational leadership and will communicate clearly and professionally with golfers, elected officials, Town employees, Golf Committee members, vendors, and the public.

The successful candidate will understand the distinct responsibilities of the First Selectperson, Board of Selectpersons, Golf Committee, Town departments, and contracted vendors. They will be comfortable working in a municipal environment, managing competing demands during a busy golf season, preparing clear written materials, exercising fiscal discipline, and building a respectful and accountable workplace.



Education, Experience, and Qualifications

The Town seeks candidates with education, experience, professional judgment, leadership ability, and golf-industry expertise appropriate to a senior public-facility management role.

- PGA of America or LPGA of America membership in good standing is preferred.
- Successful completion of a recognized Golf Management, Golf Operations, business, hospitality, recreation-management, or comparable program is preferred.
- Demonstrated experience in golf-course operations, golf instruction, tournaments, retail, player development, customer engagement, and public-facing service.
- Demonstrated ability to manage or operate a golf pro shop or similar golf-related business.
- Strong budgeting, business planning, sales, purchasing, operations, and customer service skills.
- Experience supervising seasonal and part-time employees.
- Experience managing a public, municipal, resort, private, or semi-private golf facility is strongly preferred.
- Demonstrated ability to manage budgets, monitor revenues and expenses, prepare reports, and recommend operating and capital improvements.
- Familiarity with golf-course reservation and tee-time systems, point-of-sale systems, retail inventory systems, payroll or workforce-management systems, Microsoft Office, email, websites, social media, booking platforms, and golf marketing services.
- Excellent leadership, organizational, problem-solving, decision-making, verbal-communication, and written-communication skills.
- Ability to work independently, take initiative, manage competing priorities, and maintain a polished, professional demeanor in a highly active public environment.
- Ability to work the demanding seasonal schedule required by the position.

Working Conditions and Status

This is a full-time, exempt municipal department-head position governed by an employment contract. The Golf Director reports to the First Selectperson and serves subject to the employment agreement, applicable Town policies, ordinances, and law.

- During the golf season, the Golf Director is expected to work both weekend days and receives approximately one day off per week.
- Early mornings, evenings, weekends, holidays, tournament days, and extended hours during peak periods are required.
- The Director must attend the monthly Golf Committee meeting and remain accessible and responsive to issues affecting golfers, employees, facilities, maintenance, the pro shop, and food-and-beverage operations. The specific schedule and days off will be established with the Town and may vary based on weather, events, staffing, and operational needs.

Physical Demands

- Ability to teach golf and demonstrate proper golf techniques, including repeated use of a golf club during instruction, demonstrations, fittings, and programs
- Ability to move throughout the clubhouse, pro shop, practice facilities, parking areas, and golf course
- Ability to stand, walk, lift, carry, bend, stoop, kneel, stretch, reach, and climb as needed during extended periods of operation
- Ability to lift and carry golf bags, retail merchandise, equipment, supplies, and other items of reasonable weight
- Ability to work outdoors in changing weather, including heat, cold, rain, wind, and direct sunlight
- Ability to communicate effectively in indoor and outdoor environments with golfers, employees, vendors, and the public
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Salary & Benefits

Hiring Salary: \$110,000 to \$128,000, depending on experience and longevity

Benefits:

- Medical, dental, and vision plans
- Town-provided short- and long-term disability plans
- Town-provided life insurance
- Matching 401 retirement plan
- Vacation, sick, personal, and holiday leave in accordance with the employment agreement and applicable Town policies
- Opportunity to operate the pro shop as a private business under the terms of the Town agreement
- Opportunity to provide lessons, conduct summer camps, install approved tee signs, and harvest golf balls from ponds, subject to the agreement and Town policies

Final salary, benefits, business privileges, reporting structure, and contract terms will be determined by the Town of Ridgefield.

Interested candidates should submit a cover letter including salary requirements, résumé, professional references, and applicable PGA/LPGA credentials or certifications **by October 1, 2026** to:

Town of Ridgefield Human Resources

400 Main Street

Ridgefield, CT 06877

Email: personnel@ridgefieldct.gov

The Town of Ridgefield is an Equal Opportunity Employer.

