



Evans Scholars

- SAMPLE -



Caddie Manager Job Description

The caddie manager's primary responsibility is the recruitment, training and supervision of caddies who work at the club. He or she is a club employee with a close working relationship with the golf professional and his or her staff. The person in this position will also work closely with a member of the Board of Governors or Caddie Committee to assist in overseeing the caddie program.

The caddie manager's job usually begins on or about April 1 and runs through October 31. This schedule will vary depending on geographic regions. The manager's work day begins at approximately 7 a.m. and ends at 3 p.m. unless special circumstances (agreed to beforehand) require differently. Most clubs are open Tuesday through Sunday but special events or outings may require working certain Mondays. Days off are coordinated with the golf professional and club manager.

Benefits typically include medical insurance, a discretionary holiday bonus and eligibility to participate in a retirement plan.

Primary responsibilities include

- Train new caddies on the rules of golf and the duties to be performed while on the golf course. In doing so, on course training sessions can be supplemented with printed materials and videos made available by the Western Golf Association.
- Make sure caddies are available to all golfers, giving equal opportunity to all. Issues taken into consideration are the time of arrival of a caddie on a given day, regularity in reporting to work and seniority in the caddie program.
- Work with the golf professional and club manager to determine the number of caddies needed for special high-demand events – including tournaments, outings, leagues, etc).
- Evaluate caddie performance aided by members comments and printed caddie evaluations.
- Promote caddies to a higher rank and pay grade when appropriate.
- Handle and issue payouts to the caddies. Balance cash box and reconcile all tickets each week with club Pro Shop and club accountant.
- Maintain caddie manager's office and ensure caddie rest areas and yard are clean at all times.
- Communicate with club manager if any caddie equipment or building area is in need of repair.
- Supervise the caddie bonus system, golf tournament and annual banquet.
- Keep all caddies informed about opportunities through the Evans Scholarship program (Please note: this can be strengthened to include recruiting, training, informing and nurturing Evans Scholar type candidates)

At the beginning and end of the golf season, activity may be slow. During these times the caddie manager may be asked to work with the club manager on special projects. Conversely, when the course is busy, the caddie manager may be asked to assist staff members in locating golf clubs, issuing golf carts or responding to other member requests. Additionally, the caddie manager may be expected to assist with bag room, outside services in general, acting as starter or any other duties that may improve member satisfaction and enhance the overall golf experience.