

Job Posting — Assistant Manager, Brigantine Golf Links

City of Brigantine, New Jersey
Department: Brigantine Golf Links
Reports To: General Manager
Status: Full-Time, Exempt



About Brigantine Golf Links

Located just minutes from Atlantic City, Brigantine Golf Links is a historic, Scottish-style seaside course offering classic links golf along the Jersey Shore.

- 18 holes, par 72, stretching over 6,500 yards of gently rolling terrain surrounded by coastal marshlands and bay views.
- Designed to emulate the traditional Scottish links experience, wide fairways, deep bunkers, and ever-present ocean breezes.
- Features 14 holes with water hazards, well-manicured greens, and an Audubon-conscious approach to environmental stewardship.
- Open to the public with seasonal memberships, tournaments, and outings for up to 144 players.
- Known as *“The closest thing to Scotland without crossing the Atlantic.”*

About Brigantine, New Jersey

Brigantine is a barrier-island community just north of Atlantic City, home to roughly 7,700 year-round residents and a vibrant seasonal tourism surge that triples the local population in summer. The city is prized for its clean beaches, strong sense of community, and close proximity to the entertainment, dining, and hospitality of Atlantic City. Golf, fishing, and eco-tourism are core parts of the island’s identity, making Brigantine Golf Links a centerpiece of recreation and civic pride.

Position Summary

The Assistant Manager supports the General Manager in providing overall leadership and strategic direction for Brigantine Golf Links, which is undergoing a transformational, multi-million-dollar redevelopment. The City of Brigantine is investing tens of millions of dollars in major course and facility improvements, including new cart paths, a state-of-the-art 18-hole irrigation system (with 9 holes completed and the remaining 9 scheduled for completion in early 2026), and the construction of a new country club designed to host major regional and national tournaments.

These significant investments will culminate in the re-launch of Brigantine Golf Links as one of the premier public golf destinations on the East Coast, coinciding with the course's 100th anniversary celebration in 2027.

The Assistant Manager will play a pivotal role in supporting this re-launch, helping to position the course for long-term success, elevate the guest experience, strengthen community partnerships, and reestablish Brigantine Golf Links as a must-play coastal golf destination.

Reporting to the General Manager, the Assistant Manager assists with all operational, financial, and guest-service functions, ensuring the facility maintains its reputation for excellence and fiscal responsibility. This position also supports the management of staff, budgets, vendor relationships, and community engagement while contributing to the growth of rounds, memberships, tournaments, and event revenue.

Key Responsibilities

- Assist the General Manager in implementing policies, procedures, and operational plans for the facility.
- Supervise and schedule golf operations staff, including starters, rangers, and pro shop employees.
- Provide golf instruction, clinics, and player development programs for golfers of all skill levels.
- Manage and operate the golf shop, including purchasing, merchandising, pricing, display, and inventory control.
- Plan, organize, and administer tournaments, outings, and special golf events in coordination with the General Manager.
- Deliver exceptional customer service, addressing guest needs, resolving complaints, and maintaining a welcoming atmosphere.
- Assist with marketing initiatives to grow rounds, outings, and memberships.
- Support the General Manager in preparing reports, budgets, and financial monitoring for golf operations.
- Foster strong community and member relations through outreach, programming, and visibility at events.

- Ensure compliance with all applicable rules, policies, and industry standards.
 - Serve as acting manager in the absence of the General Manager, as designated.
 - Perform related duties as required.
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Knowledge, Skills, and Abilities

- Thorough knowledge of golf operations, rules of the game, and teaching principles.
 - Proficiency in golf instruction, player development, and tournament administration.
 - Strong skills in retail management, merchandising, and inventory control.
 - Excellent communication and interpersonal skills with a commitment to guest service.
 - Ability to supervise, train, and evaluate staff effectively.
 - Strong organizational skills with attention to detail and the ability to handle multiple priorities.
 - Knowledge of golf-related technology systems (POS, tee sheet software, handicap systems, etc.).
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Minimum Qualifications

- PGA or LPGA membership (Class A) required, or in the final stages of certification.
 - Minimum of five (5) years of progressively responsible experience in golf operations and instruction.
 - Experience in tournament administration, retail operations, and customer service.
 - Valid New Jersey driver's license required.
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Work Environment

- Work performed in both office and outdoor golf course settings.
 - Position requires flexible scheduling, including evenings, weekends, and holidays during the golf season.
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Compensation & Benefits

Competitive salary commensurate with experience. The City of Brigantine offers an excellent benefits package including, pension, health insurance, paid leave, and golf privileges.

How to Apply

Qualified candidates should submit a **cover letter, resume, and at least three professional references** to:

City of Brigantine – City Manager’s Office

Attn: General Manager Search – Brigantine Golf Links

1417 W. Brigantine Ave

Brigantine, NJ 08203

or via email to citymanager@brigantinenj.gov

Applications will be accepted until the position is filled.