



## **JOB DESCRIPTION**

**Title:** Assistant Golf Professional

**FLSA Status:** Non Exempt

**Effective Date:** 3/7/2018

### **GENERAL PURPOSE**

Under supervision from General Manager/Head Golf Professional, the Assistant Golf Professional is responsible for all Pro Shop duties including inventory control, merchandising, daily reports, and other duties as assigned. The Assistant Golf Professional will aid in the promotion of golf activities by scheduling tournament and golf outing dates as well as maintaining the tee sheet for daily play. This person will also provide technical and managerial supervision of facilities and staff as outlined.

### **ESSENTIAL FUNCTIONS:**

- Utilizing excellent customer service skills, establishes and maintains effective working relationships with fellow employees, officials, and all members of the general public.
- Under the direction of the Head Golf Professional, supervises Pro Shop personnel and directs the daily operations of the Pro Shop, including:
  - Communicating with the Superintendent to ensure daily course conditions and proper golf cart regulations are followed.
  - Oversee and collect fees that will assist in efficiently operating the golf shop.
  - Initially inspect golfers to ensure that proper course attire is worn (no sleeveless shirts and no metal spikes)
  - Provide appealing and orderly display of merchandise, ensuring that proper levels of stock are maintained.
  - Ensure that proper levels of Pro Shop operating supplies are maintained.
  - Provide and maintain handicap services through the CDGA.
  - Work with the General Manager to schedule the required staff members to ensure efficient operation of the Pro Shop at all times.
- Assist the Head Golf Professional in operating the golf course during the season including:
  - Implementing Village policies and procedures.
  - Provide professional golf services for the golfing public within the clubhouse and on the course.
  - Conduct tournaments, outings and special events.
  - Work closely with other staff members to ensure signed contracts are followed on the course, in the bar and grill, and in the banquet facility.
  - Provide the website administrator with the most up to date information about golf programs and special events.
  - Direct the production of the monthly newsletter including delegating articles to other staff members.



- Give lessons as assigned by the Head Golf Professional, to include but not limited to, all player development and junior golf programs.
- Assist the Head Golf Professional in planning each golf season according to budget, including:
  - Purchasing inventory and hiring staff.
  - Selecting and ordering staff uniforms as assigned by the Village.
  - Developing instructional and player development programs.
  - Developing contracts and requirements for golf outing and leagues.
  - Scheduling golf outing and special events.
  - Setting up fee structures, Sales items and tee sheets in the golf software program.
- Act as on-site Professional when the Head Golf Professional is not on duty.

## **MINIMUM QUALIFICATIONS**

1. High School diploma
2. Knowledge of golf terminology
3. Understand and carry out written and oral directions
4. Valid driver's license
5. Skill to accurately record starting times, turn times and finishing times.
6. Communicate effectively

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands for writing. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**



The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is primarily working in the outside weather conditions. The noise level in the work environment is usually moderately quiet.

### **TOOLS & EQUIPMENT USED**

Electric golf car is used frequently. Other equipment used includes range ball dispenser, watch, two-way radio and copy machine.

Department/Division Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_