



## **JOB DESCRIPTION**

**Title:** Golf Ranger/Marshal

**FLSA Status:** Non Exempt

**Effective Date:** 3/14/18

**Golf Ranger/Marshal:** Seasonal/Part Time.

### Essential duties:

- Patrols golf course for the purpose of directing players in the proper manner of play and proper observance of course rules and regulations.
- Enforces established rules of course among golfers such as replacing divots, wearing of proper clothing and practicing at designated sites.
- Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials and general public.
- Receives and responds to complaints from golfers.
- Maintain frequent contact with golf shop and starter by radio or in person to discuss traffic flow, golf cart scheduling and other factors affecting smooth daily operations.
- Responsible for placing water coolers on course, keeping them filled, and cups supplied as needed.
- Must be able to work varied schedule including weekends and holidays.
- Performs duties as a starter when required by schedule.
- Perform other duties and special projects as assigned.

### Skills & Attributes:

- Excellent oral communication skills.
- Enthusiastic, outgoing personality.
- Excellent customer service skills.
- Dedicated to improving their own skills and knowledge as well as those of the other team members.
- Standing or walking for long periods of time may be required.
- Excellent personal hygiene

### Qualifications:

#### Minimum Requirements:

- Must be at least 18 years of age
- High School Graduate or possession of GED Certificate
- Knowledge of basic rules of golf etiquette



### Preferred Requirements:

- One year experience Ranger/Marshal at a public golf course
  - Must have legal authorization to work in the United States of America

### **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: \_\_\_\_\_