



Job Title: Assistant Golf Professional
Job Code: 095
Department: Golf Operations
Reports to: Head Golf Professional
Class Code: 9060
FLSA Status: Non-exempt
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SUMMARY: Under the direction of the Director of Golf, the Assistant Golf Professional is responsible for collecting monies, keeping adequate records in the golf course pro shop and providing golf instruction for members and guests.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist the Director of Golf with daily operation of the 18-hole golf course including professional staff, starters, player's assistants, golf car attendants, driving range attendants, and pro shop personnel.
- Assist the Head Golf Professional with hiring, orienting, training, directing, motivating, evaluating, and disciplining all assigned staff and assist with overseeing work schedules in accordance with Association policies.
- Maintain current knowledge, implement and enforce Association policies, procedures, rules and regulations.
- Assist the Director of Golf with the Pro Shop operations including safekeeping of daily cash receipts, inventory control, timely payment of invoices, record keeping and reporting functions.
- Assist with responding to and resolving inquiries, questions and complaints from members, guests, and employees regarding policies and procedures, speed of play, customer service, etc.
- Assist with coordination of golf reservations and ensures communication and enforcement of golf reservation policy to employees, members and guests.
- Assist with development and implementation of golf education programs for members and guests.
- Controls of tee sheet and pace of play on the golf course daily to ensure pace of play goals are met
- Preferred to be actively pursuing their PGA or LPGA credentials.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Preferred to be actively pursuing their PGA or LPGA credentials.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Preferred to be actively pursuing their PGA or LPGA credentials.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos - ability to write simple correspondence - ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume - ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form - ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires golf playing ability of a seven-handicap or better as measured by Professional Golfers of America, or at a level acceptable the Director of Golf Operations. Requires possession of valid Class-C Driver License, with a driving record meeting the minimum standards required by the Association's insurance carrier.

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

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 this 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 remain stationary; use hands to finger, handle, or feel; and communicate. The employee frequently is required to move and sit. The employee is occasionally required to reach with hands and arms; ascend or descend; position oneself close to the ground; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.