

ASSISTANT GOLF PROFESSIONAL

Reports to: Golf Professional
Position Control No.: 6690

Department: Recreation & Tourism
403- Bayou Golf Course

Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY:

Assist the Golf Professional with all activities relating to the management and execution of the club's golf operations, including but not limited to public tournaments, member tournaments, outside staff service, golf shop, practice facilities, instructional programs, financial management, human resource management and maintenance of golf equipment (carts, pickers, ball washers, etc).

ESSENTIAL JOB FUNCTIONS:

1. Assists the Golf Professional with hiring, training and supervising outdoor and indoor staff.
2. Effectively manages numerous public and member tournaments from start to finish.
3. Assists as needed with clinics and camps.
4. Assists the Golf Professional with merchandising and inventory.
5. Assists members by providing and interpreting golf policies, rules and regulations.
6. Maintains handicap records.
7. Assists the Golf Professional with duties pertaining to Ring of Fire Grill.
8. Assumes the Golf Professional's duties in their absence.
9. Manages the daily opening and closing of golf operations as needed.
10. Coordinates junior golf activities.
11. Provides golf instruction.
12. Performs starter or marshal duties as needed.
13. Ensures course is properly marked.
14. Attends staff meetings.
15. Performs other tasks assigned by Golf Professional.

QUALIFICATIONS:

1. Must have a valid Texas Driver's License with an acceptable driving record.
2. PGA Certification/Apprentice required.
3. Three (3) years as a Golf Professional preferred.
4. Excellent communication skills, both verbal and written.
5. Strong computer skills and experience with Microsoft Outlook, Word and Excel.
6. Proven leadership.
7. Reputation for quality and attention to detail.
8. Able and willing to work extended hours including weekends as needed.

PHYSICAL REQUIREMENTS:

1. Must be able to lift 50 lbs.
2. Must be able to sit for extended periods of time.
3. Must be able to work in extreme weather conditions including very hot, very cold or inclement weather.
4. Must be able to lift, stoop, kneel, squat, walk, stand and twist for extended periods of time.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date