



Golf/Nordic Assistant

Eastman is a four season recreational and residential community with a focus on providing a range of year-round activities and amenities for participants of all ages. The golf course is an Audubon Cooperative Sanctuary Certified 18 hole semi-private facility. The cross country ski center offers skating, sledding and over 36K of trails for skiing and snowshoeing.

Position is responsible for providing high quality services to the members of Eastman Community Association, their family members and guests and visitors to Eastman. Responsibilities will vary depending on the season.

Supervision

Position reports to the Chief Community Living Officer, planning and performing work in accordance with standard practices, the rules and regulations governing the operations the Association, policies and procedures. Direct supervision will be given by the Golf Professional and the Social Programming Team leader depending on the season.

Objective

Be responsible for assisting in the daily operations of golf and the cross country center

The responsibilities listed below are intended to illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position, if work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsibilities

- Provide owners and guests with information about the golf course, trail system and program offerings, as well as other community and local information (directions, prices, etc.)
- Monitor telephone and email communications and respond in a timely, courteous, and professional manner
- Organize and implement the internal and external communications about the golf course, trails, skating rink, sledding hill and programs (i.e. website(s), social media)
- Help coordinate ordering and sale of retail items

- Order and maintain all ski/snowshoe/skate rental equipment including basic ski shop repairs and binding mounting
- Coordinate with Amenities Maintenance Coordinator to report accurate golf and ski conditions to community members and guests
- Help organize existing programs and implement new programs for the community. Hands on teaching may be necessary, but an effort will be made to staff programs with qualified instructors or volunteers
- Help train and schedule staff in the retail and rental operations
- Work with volunteers from the community
- Respond in professional manner to any other duties that may be assigned

Qualifications

- Experience in the game of golf and/or cross country skiing
- Ability to work in a team environment
- Strong presentation and communication skills
- Excellent organizational skills
- Must be willing to work a flexible schedule to include weekends, holidays early mornings and evenings
- Strong computer skills
- Ability to lift up to 30 lbs., operate a golf cart and automobile

www.eastmannh.org

www.eastmangolflinks.com

www.eastmannh.org/ski

