

LAKE WINNIPESAUKEE GOLF CLUB
NEW DURHAM, NH 03855

Assistant Golf Professional

Salary: \$900.00 - \$1,000.00 Per Week

Total Anticipated Compensation Up To: \$1,100.00 Per Week

Overview

Assistant Golf Professional is a position that is very important at Lake Winnepesaukee Golf Club. It is also a position with the potential of growth. The Assistant Golf Professional will assist the Director of Golf in running LWGC to the high standards it has set for itself in the relatively short history of the club. Running Tournaments, Merchandising, Supervising, Teaching and Customer Service are all key parts of the job. The position also offers the individual the opportunity, if a great job is done, to be given more responsibility in the near future and the title of Head Golf Professional. This has been very successful in the past and has helped three individuals move on from LWGC and secure outstanding positions.

Experience Required

The position of Assistant Golf Professional is an important one at LWGC and experience is needed in several key areas:

1. Maintain PGA of America membership in good standing in an active classification OR actively pursue PGA membership (if a PGA Apprentice) in a timely manner through the PGA Professional Golf Management (PGA PGM) program.
2. Fundamental knowledge of the game of golf, rules of golf, golf facility operations, merchandising and tournament operations.
3. Fundamental supervisory practices and principles.
4. Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees.
5. Strong organizational, planning and prioritization skills.
6. Self-motivated with desire to promote and market.
7. Service and customer focused attitude.
8. Experienced in written and oral business communications.
9. Remain up-to-date on customer relationship management tactics and strategies.
10. Experienced computer user including; Microsoft Word and Excel. Proficient in other applications, i.e. e-mail, internet and tournament software.
11. Maintain and promote a positive professional image within the community.

12. Attend conferences, workshops, meetings and trade shows to keep abreast of marketing and business trends.
13. Maintain a credible golf game and remain current on teaching innovations.

Essential Responsibilities

Key responsibilities include the following:

Golf Operations Management

1. Oversee the reservation system, starting, monitoring and pace of play.
2. Oversee golf car fleet while ensuring proper maintenance and record keeping.
3. Assist in managing an innovative tournament program, group outings that service all members and guests.
4. Assist in the overseeing the operations of a well-managed practice facility.
5. Play golf with a variety of members and/or guests as time permits.
6. Administer the Rules of Golf and educate staff.

Retail Management

1. Assist Retail Manager in overseeing the retail merchandise concession in step with the mission of Lake Winnepesaukee Golf Club.
2. Work to maintain a profitable golf merchandising operation.
3. Ensure inventory levels are adequate and that a diverse and desirable array of golf equipment, apparel and accessories.
4. Assist in the development of necessary systems utilizing POS to safeguard inventories and cash.
5. Help supervise and train all Golf Shop staff to maximize sales opportunities.
6. Maintain an attractive and orderly appearance in and around the Golf Shop.

Golf Administration

1. Assist in the recruiting, hiring, training, motivating and supervising all golf department staff.
2. Attend staff meetings as scheduled by management and schedule staff meetings with golf operations personnel.
3. Update and maintain golf shop policies and procedures and job descriptions and ensure they are adhered to and posted in the proper areas.
4. Maintain safety standards and safety equipment within OSHA requirements.
5. Assist in the publications of newsletters, informational and promotional materials.
6. Oversee the administration of the golf handicap program.

7. Adhere to, enforce and implement policies and procedures of the facility.
8. Set up regular communications with Director of Golf to include facility, programming, staff and customer updates.

Business and Financial

1. Assist in the financial and operational performance of the Golf Shop operations and golf services.
2. Ensure all financial goals and objectives are being achieved.
3. Assist in the development and preparation of budgets, including forecasting and review of all golf operations revenues and expenses.
4. Ensure systems controls are in place to safeguard assets, revenues and resources.

Other Facility/Department Responsibilities

1. Work closely with all department heads to achieve the goals and objectives of Lake Winnepesaukee Golf Club.
2. Maintain a close relationship with the Golf Course Superintendent and provide advice on course playability and tournament setup.
3. Assist the Director of Golf in the promotion of new member leads and provide a supporting role in assisting the prospective members and orientation of new members.
4. Coordinate with Executive Chef for food and beverage needs for all golf functions.

Benefits

The following benefits would be extending to the Assistant Golf Professional:

1. PGA dues would be paid for by Lake Winnepesaukee Golf Club.
2. Golf shirts would be provided for wearing during work.
3. All purchases in Golf Shop would be at cost plus 10%. Any special orders would be at Personal Use Discount, depending on the vendors specifications.
4. All opportunities would be explored to secure an equipment deal with a top vendor.
5. Full playing and practicing privileges would be offered as well as limited guest privileges.
6. When the schedule permits, the Assistant Golf Professional would be able to participate in Chapter and Section tournaments.
7. Discounted meals during shifts would be available.

Kevin S. Roberts
Director of Golf, PGA
Lake Winnepesaukee Golf Club

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