



**Job Description-First Assistant Golf Professional
Kingswood Golf Club Wolfeboro, NH**

Position:

The First Assistant Golf Professional at Kingswood Golf Club will assist the Head Professional to oversee and manage all aspects of the golf operation. The position will promote an exceptional golf experience and provide excellent customer services to all members and guests.

Essential Responsibilities:

- Oversee golf operation in the absence of the Head Golf Professional
- Maintain a professional appearance and a positive, upbeat attitude providing excellent member/customer service.
- Assist with recruitment, hiring and training of inside and outside staff,
- Daily supervision of all staff, including pro shop staff and outside staff.
- Responsible for scheduling inside and outside personnel.
- Oversee the golf pro shop. Including daily tasks of tee time management, golf services and operations, monitoring of pace of play and enforce rules and regulations of golf course and golf cart usage.
- Utilize cash and systems controls to ensure the safekeeping of assets, inventory and resources.
- Marketing and promotion of all Golf related events
- Publication of newsletters, informational and promotional materials and utilization of social media.
- Approve all bi-weekly golf staff time sheets for payroll.
- Assist with budget process.
- Club fitting/Repair – provide basic repair and club fitting services
- Assist in outside operations as needed in the shoulder months

Tournament Operation:

- Manage and prepare leagues and tournaments in Golf Genius Software
- Prepare, Run, Score, Post Operations of all leagues and tournaments
- Marketing of all tournaments
- Coordinate with outside tournaments to ensure an organized and well run event.

Teaching:

- Conduct Private Lessons, Clinics and Assist with Junior Camp
- 100% Lessons (Unlimited Lesson Potential up to \$10,000)

Benefits:

- Health Insurance Option
- Staff Uniforms
- Club repair
- Practice & Play Privileges
- Mentorship from DOG (5 Former Assistant Golf Professionals now successful Head Golf Professionals (Florida, Rhode Island, North Carolina)

Compensation:

\$25-30/ hour \$1,000.00 - \$1,200 / Week

Start Date April 15th- November 15th