

**Facility Description:**

Ocean Edge Resort & Golf Club is a private 18-hole course located in scenic Cape Cod, Massachusetts.

Job Description:

Ocean Edge Resort & Golf Club is seeking an Assistant Golf Professional for the 2019 season.

Essential Duties:

- Oversee and execute all point of sales application revisions and needs as it applies to green fee sales, merchandise sales, and member/resort guest billing.
- Monitor daily tee sheets, perform check-in procedures, and receive payments from members and resort guests. Settle discrepancies as it applies to incorrect charges and over or under payment.
- Initiate and promote all resort and club golf activities.
- Create lesson plans and provides both individual and group instruction.
- Maintain a clean, orderly, and well-stocked golf shop. Assist with all merchandise and inventory management. Maintain a working knowledge of the in-stock inventory. Create and maintain unique, presentable displays. Places special orders as necessary.
- Responsible for the preparations for golf outings including scorecards, cart labels, rules sheets, score sheets, format sheets, favors, pairing sheets and hole assignments.
- Assist all members with posting scores to the USGA handicapping service. Run reports from the GHIN service to show handicaps of members.
- Ensure that effective orientation and training are given to each new golf employee. Assist in developing ongoing training programs.
- Responsible for implementing and maintaining excellent service to achieve member and resort guest satisfaction.
- Incorporate safe work practices in job performance.
- Regular and reliable attendance.
- Maintain and uphold a professional appearance at all times.
- Perform other duties as required.

Education/Experience:

Associate's degree (AA); or six months to one year related experience and/or training; or equivalent combination of education and experience. Registered Apprentice Professional with the PGA of America

Physical Demands:

Regularly stands, walks and sits. Occasionally climbs or balances; stoops, kneels, crawls or crouches. Frequently uses hands; reaches with hands and arms. Frequently talks or hears; tastes or smells. Occasionally lifts to 50 pounds.

Environment/Noise:

Occasionally works in wet or humid conditions (non-weather). Frequently works in outdoor weather conditions. Noise level is moderate.

Job Knowledge, Skill, and Ability Preferences:

- Ability to read and speak English is required in order to perform the duties of the job (e.g. the associates are required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).
- Knowledge of Microsoft Office applications.
- Experience with computerized POS and tee time system.

Compensation:

\$15 per hour plus 75% of all conducted lessons by professional.

Duration of Employment:

April 15 – October 15