



**Turtle Creek Club
2 Club Circle
Tequesta, FL 33469**

Job Description

Job Title: Seasonal Assistant Golf Professional/ Tournament Operator
Department: Golf Operations
Reports to: Head Golf Professional
Time Period: October 15 thru April 30

SUMMARY: Under the direction of the Head Golf Professional and First Assistant Professional, the Tournament Operator will coordinate tournament operations including; schedule development, marketing, promotion, course set-up, scorecards and hole sheets, starting and scoring, groupings and starting times, press releases, reporting summary, event wrap up and necessary charging.

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ESSENTIAL DUTIES AND RESPONSIBILITIES and other duties as may be assigned related to this position.

Administrative

- Assist in the developing annual tournament schedule
- Assist in maintaining database of committee members, outside groups and contacts
- Create and implement marketing and promotional strategies
- Compile reports, budgets, projections and revise procedures as needed
- Develop a list of required resources including personnel, supplies, signage, rental equipment etc.
- Monitor revenue and expenses to ensure budget goals are met
- Develop, update and maintain "Event Profile" detailing, tasks, time lines, responsibilities, contacts and historical record

Committee

- Act as point person on all tournament related issues including; marketing, contracts, event administration and resource management

- Attend committee planning meetings when necessary
- Responsible for starting and scoring administration
- Coordinate personnel to work event
- Responsible for signage on site and assists in set up of same
- Assist in the day-to-day operations of events
- Responsible for coordinating "team" meetings to prepare for events and activities related to each event

Facility

- Works with Golf Course Superintendent and Head Professional to ensure that the golf course is in tournament condition
- Coordinate course set up with Superintendent including tee markers hole locations, rough height, green speed, special contests etc.
- Coordinate food and beverage and set up requests with Food & Beverage Manager
- Coordinate tee gifts, prizes and certificates with Merchandise Manager

Experience, Skills & Traits

- Experienced computer user including; Jonas, Golf Genius, Microsoft Word and Excel. Proficient in other applications, i.e. Email, Internet. Will be trained in Tournament Software
- Experienced in tournament operations and Rules of Golf
- Calligraphy skills a plus to enable the creation of signage, score sheets, etc.
- Experienced in public relations and public speaking
- Experienced in written and oral business communications
- Experienced in personnel management and volunteer coordination
- Strong organizational, planning and prioritization skills
- Self-motivated with desire to promote and market
- Service and customer focused attitude
- Effective interpersonal skills with ability to work well with all constituencies
- Maintain and promote a positive professional image within the community
- Remain up to date on customer relations management, marketing and business trends

Pro Shop Responsibilities

- Assist with daily golfer check-in and fee collection; control and manage play
- Assist with all opening and closing procedures
- Assist in tournament operations and weekly events including planning, pre-tournament contracts, post-tournament billing, promotion, course set-up, preparation, scoring, prize distribution, and follow up
- Assist with instructional group clinics
- Assist in Player Development programs using PGA tools and resources
- Assist with management of outside service staff to ensure the highest quality of customer service is achieved

- Assist in managing golf car operation, practice facility, and club storage service (as applicable)
- Provide club repair and club fitting services to customers
- Directly responsible for timely and consistently maintaining the club's USGA Handicap System
- Assist in the inventory control of hard goods, soft goods, and special orders including: ordering procedures, receiving procedures, inputting into point of sale, pricing procedures, display, and sales
- Assist in planning and budgeting for the golf operations
- Conduct oneself in a professional manner and maintain a professional image at all times
- Assist with the administration of applicable staff via recordkeeping, work schedules, etc. in accordance with facility human resource policies
- Maintain PGA of America membership in good standing in an active classification
- Fundamental supervisory practices and principles
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Utilize the resources of PGA player development programs such as Get Golf Ready, PGA Sports Academy, Tee it Forward and others

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