

Assistant Golf Professional

Salary: \$20,000.00 - \$25,000.00 Per Year

Total Anticipated Compensation: \$25,000.00

Overview

Job Summary: Work directly with Head Professional and First Assistant to insure the successful operation of the Golf Services Department and assist with the management of the Player Services Department. Be a key “front-line” staff member by being visible and accessible to the membership. Perform the daily tasks in the pro-shop and in the player services operations as required. Act as main support staff member for the retail operations and work directly with Merchandise manager. Provide unequalled service in all areas on a daily, consistent basis.

Great potential lesson income for female Professional.

Experience Required

- PGA/LPGA Member or Apprentice
- Private Club experience a plus
- Golf instruction
- Product knowledge
- Customer service at a very high level

Essential Responsibilities

- Satisfy the wants and needs of the membership – Exceed expectations!
- Conduct oneself in a professional manner and maintain a professional image at all times.
- Assist with opening and closing of the Pro Shop, to ensure policies and procedures are followed and to be completely prepared for your shift.
- Assist with golfer check in and registration, maintain the tee sheet entries, and oversee the proper billing for all member and guest play.

- Work scheduled Pro Shop shifts and performs all duties as related to P&P.
- Work scheduled Player Services shifts and perform all duties as related to P&P. Shifts will include starter duties, ranger runs, and supervision of practice facilities.
- Manage and supervise the Pro Shop staff/interns and the Player Services staff.
- Assist in managing tournament operations and weekly events including pre-event set up, post event scoring, and prize distribution. – Men's, Ladies, Twilights, ½ Day MG etc.
- Assist in coordinating golf events and activities with other departments.
- Assist in the inventory control of hard goods, soft goods, and special orders. Be completely trained in ordering procedures, receiving procedures, inputting product into the POS system, pricing/labeling procedures, displaying of product, and promoting sales.
- Administration of WHS
- Junior Golf Assitant, will help run all Junior Golf activities as required by the Junior Golf Leader and Head Professional.
- Assist in golf clinics and provide individual lessons as requested.
- Play golf with a variety of members in competitive and non-competitive situations.
- Continually provide ideas to upgrade/improve operations.
- Perform other duties and assist other departments as needed and required.

Benefits

- Practice and Playing privileges
- Uniform allowance
- Meals on duty
- Possible staff equipment
- Housing option