



COHASSET GOLF CLUB ASSISTANT PROFESSIONAL - JOB DESCRIPTION

Head Golf Professional: Bryan Kienke

Position Concept: The Assistant Golf Professional will work within the stated guidelines of the facility to aid in the planning, organizing, budgeting, promoting, conducting, scheduling, and developing all golf programs and operations at Cohasset Golf Club.

The position requires an outstanding golf professional who possesses good communication skills and high career aspirations. The position will be involved in a team oriented atmosphere and will be working in the following capacities; golf instruction, tournament operations, pro-shop operations, junior golf experience as well as outside operations supervisory role. The candidate should have the passion required to become a Head Golf Professional or a Director of Golf

Specific Responsibilities to Include But Not Limited to:

- Complete the requirements of PGA membership and/or maintain an active classification in The PGA of America.
- Aid in the supervision and management of the total golf operation.
- Provide excellent customer services, professional advice and assistance to all patrons.
- Provide golf instruction and clinics that is consistent with instructional methods, policies and procedures of the Cohasset Professional Staff.
- Supervise, schedule and train golf staff as directed by the Head Golf Professional.
- Assist in the purchasing, receipt, display, inventory, control, promotion and sales of merchandise.
- Assist in managing the club repair business.
- Conduct oneself in a professional manner and maintain a professional image while at Cohasset and also when off the premises.
- Be informed on, and promote all club activities and services.
- Stay up to date on latest club technology, fitting equipment and teaching methods/technologies.
- Manage the handicap program.
- Assist in planning and budgeting for the golf operations.
- Assist in managing tournaments and outings.
- Play golf with all different segments of members from Cohasset, to include Men, Women, Seniors & Juniors.
- Represent Cohasset Golf Club in community service and Sectional/National tournaments to enhance the Golf Staff's image for Cohasset Golf Club.
- Seek and attend continuing educational opportunities in a variety of industry topics.
- Maintain extensive contact with supervisors and club management to ensure teamwork and seamless integration of all operations throughout the club.

Additional Information: Lesson Income, Junior Golf Income, Meals While on Duty, Staff Clothing Provided, Club Repair Commission, Housing Provided