



POSITION – SECOND ASSISTANT GOLF PROFESSIONAL

Position Concept: The Second Assistant reports directly to the Head Golf Professional and assists in the management of day-to-day golf operations of the facility. All duties of the position shall be performed with a commitment to the highest level of member service and total satisfaction of the entire membership.

Specific Responsibilities - include but are not limited to:

- Assist with management of the first tee and coordinate tee weekly tee times; uphold and enforce Club Policy
- Assist with all golf shop opening and closing procedures
- Assist in managing facility tournament operations including weekly Men's & Ladies events
- Assist in tournament operations and weekly events including planning, promotion, course set-up, preparation, scoring, prize distribution, and follow up
- Conduct individual lessons, group clinics & junior lessons
- Organize and Assist with Thorny Lea's Junior Golf Program & PGA Junior Golf League
- Assist with management of outside service staff to ensure the highest quality of member 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 membership
- 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
- Play golf with a variety of members in competitive and non-competitive situations
- Conduct oneself in a professional manner and maintain a professional image at all times
- Assist in coordinating golf activities with other club departments

Knowledge, Skills and Traits

- Always maintain status as a PGA of America member or associate in good standing.
- Fundamental knowledge of the game of golf, rules of golf, golf facility operations and tournament operations
- Fundamental supervisory practices and principles
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Strong organizational, planning and prioritization skills
- Experienced computer user including; Microsoft Word and Excel. Proficient in other applications, i.e. email, internet, tournament and database
- 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

Compensation & Benefits -

- \$700 Weekly Salary – 100% Lesson income (\$2,500-\$5,000+) Jr. Camps (\$2,500-\$3,500+) PGA Jr. League (\$1,500-\$2,500+) Monday Outings (\$500+) Gratuities (\$2,500+) Club Repair (\$1 per grip installed)
- Staff Clothing
- Winter Employment Assistance
- PUD Merchandise – Free Meals while on duty
- Start Date: April 1st – November 1 (32 weeks)
Expected Compensation Range - \$32,000 – \$36,000+