



Assistant Golf Professional Job Description

Position Concept: As a member of the Golf Management Team the Assistant Golf Professional assist the Head Golf Professional in all aspects of the golf operation; tee times, course play, tournaments and outings, lessons, merchandising, training, etc. Able to provide highly efficient and superior customer service, maintain and provide daily records to assist head golf professional with reports and supervising the Sales Associates and Volunteer Staff.

Supervised By: Head Golf Professional

Job Specific Responsibilities - (include but are not limited to):

- Assists Head Pro with hiring, training and supervising Sales Associate and Volunteer Staff.
- Effectively manages numerous types of tournaments from start to finish, including participation in meetings.
- Develop and implement clinics and camps.
- Assists customers by providing and interpreting golf policies, rules and regulations.
- Maintains handicap records.
- Operates golf shop in absence of Sales Associate.
- Assumes Head Golf Professional's duties in Head Professional's absence.
- Manages the daily opening and closing of golf operations as needed.
- Coordinates junior golf activities.
- Provides golf instruction.
- Performs starter or marshal duties regularly.
- Manages USGA handicap system for customers.
- Ensures course is properly marked at all times.
- Performs other appropriate tasks assigned by the Head Golf Professional

Job Requirements -

- PGA Apprentice- Level 1 or Higher
- Four-year degree and supervisory experience preferred.
- 3 years prior golf course experience preferred.
- Actively pursue PGA membership (if a PGA Apprentice) in a timely manner through the PGA Professional Golf Management (PGA PGM) program.
- Attention to detail.
- Fundamental knowledge of the game of golf, rules of golf, golf facility operations and tournament operations.
- Fundamental supervisory practices and principles.
- Strong leadership skills.
- Ability to work weekends and holidays
- 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.
- Self-motivated with desire to promote and market.
- Excellent service and customer focused attitude.
- Experienced in written and oral business communications.