**Property:**

**Staffer Name:**

**Department:**

Assistant Golf Professional

**Reports to:**

**Direct Reports:**

Part-time, Seasonal or Non-Seasonal, Hourly, Non-Exempt

**Position Status:**

**Job Description**

**Position Summary**

This position is responsible for helping control pace of play on the golf course by directing players to the first tee in a timely and orderly fashion. Responsibilities may also include informing golfers on the rules of the course, on-course safety and etiquette, and the expected duration of playing time.

**Essential Duties and Responsibilities**

* Greet and welcome all golfers. Provide information regarding golf course conditions, local rules, expected playing time, golf course safety and emergency procedures, golf course etiquette, and other golf-related issues.
* Verify that all revenues have been properly recorded by inspecting receipts for all players before they depart to the golf course, practice tee or range.
* Assist players as necessary including ensuring that players’ golf bags are securely placed in carts and distributing scorecards, pencils and local rules of play. Assist golf shop staff in accommodating golfers’ needs as appropriate.
* Record golf car assignments, and assist the outside golf staff in the assignment and control of golf cars.
* Review and maintain time sheets to anticipate playing time problems. Monitor turn times and keep the golf shop staff and golf course rangers informed regarding potential speed of play issues.
* Maintain clean and orderly appearance of starter’s area at all times.
* Maintain knowledge of emergency procedures, location of emergency equipment, and reporting procedures. Provide emergency assistance to golfers and other guests as necessary according to Company procedures.
* Assist golf shop staff in preparing for and running tournaments, clinics and other special events.
* Perform other duties as appropriate.

**Education/Qualifications/Certifications**

* High school education preferred.
* Familiarity with rules of golf and golf course etiquette.
* Demonstrated quality written, verbal, and interpersonal communication skills.
* Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including weekends.
* Positive attitude, professional manner and appearance in all situations.

**Position Physical Requirements**

Must have the ability to:

* Read and write (English)
* Communicate verbally with staff members and/or customers with or without the use of two-way radios.
* Give and/or follow verbal and written instructions
* Visually inspect all work areas, golf course and grounds
* See players on the golf course, and to follow the flight of golf balls
* Operate vehicles and equipment for several hours at a time
* Stand, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
* Lift up to 50 lbs occasionally, 20 lbs frequently, and 10 lbs constantly

**Supervises**

None

**Working Conditions**

Work hours may include days and evenings on weekdays and weekends. Subject to inside and outside environmental conditions. May be exposed to inclement weather, potentially dangerous chemicals, solvents, pesticides, herbicides, and fertilizers, misdirected golf balls, sharp and rapid equipment movement on a daily basis. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed.

**Machine/Equipment/Tools Used**

Golf clubs, golf cars, two-way radio

**Position Description Acknowledgement**

I have read and understand all of the above. I have reviewed the essential functions and responsibilities for which I am responsible as well as the working conditions and physical requirements. I understand this document does not create an employment contract, and that I am employed by the Company on an “At Will” basis. I further understand that this position description supersedes any and all prior descriptions issued.

Staff Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_