



GOLF PROFESSIONAL

THE POSITION

This position creates an excellent golfing experience for golfers and guests by providing management, customer service, supervision, instruction, marketing and merchandise services at District Golf Courses.

This position is typically assigned work hours of 15-25 hours per week, including weekends and holidays.

EXAMPLE OF DUTIES

The duties and responsibilities of this position include, but are not limited to:

- Promptly and professionally acknowledge, greet and thank all guests to the facilities. Provide customer service, and set the example for other employees. Ensure all District policies and procedures are implemented.
- Supervise all aspects of the golf instruction program by organizing, conducting, promoting and overseeing lesson programs and junior golf programs. Evaluate and implement the latest teaching methodologies in the golf industry.
- Coordinate with Golf Course Manager on all aspects of event preparation to ensure professional execution of golf tournaments, men's and women's clubs and golf leagues. Evaluate course conditions and communicate recommendations for improvements to golf course maintenance and/or Golf Course Manager.
- Supervise golf operations' staff by assisting with recruiting, on-boarding, supervising, coaching and evaluating as necessary in accordance with District policies and procedures. Assist with cash management training and problem solving.
- Fill in as Manager on Duty (MOD) in the absence of the Golf Course Manager.
- Assist Golf Course Manager in the delivery of staff meetings, training and supervision of all golf department employees.
- Coordinate marketing and sales programs with key merchandise partners and implement programs with shop staff.
- Implement and support all District policies, procedures and programs as requested by the Golf Course Manager.
- **In keeping with tradition and expectations of the Golf Course Manager, this position is required to be highly skilled at the game of golf and be able to perform at this level with no notice. This position is required to maintain a strong working knowledge of golf history, current rules, trends and various golf equipment and accessories.**

This position is required to be familiar with the conditions of the course and the golfers' experience and is expected to play golf on the course on a regular basis to ensure a connection between the duties of this position and the condition of the course. In order to meet this expectation, this position shall be entitled to golf on the course without charge during non-working hours.

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalent required. Four-year college degree preferred.

Experience: Requires 1-2 years' experience teaching the game of golf; 3-4 years' experience in a supervisor/management role. Member of the PGA of America strongly preferred.

Skills and Abilities: Proven ability to effectively build and foster a team environment; solid time management, organization and prioritization skills, ability to work with little or no direct supervision. Excellent customer service orientation and a focus on customer satisfaction required. Basic math and office skills required.

Licenses: Must possess a valid California driver's license and demonstrate a good driving record.

PHYSICAL REQUIREMENTS

It is expected that this position will be standing or walking 70% of the time or more, and will require frequent climbing, bending, kneeling/squatting/stooping, reaching overhead/stretching, crawling, working on rough and/or uneven terrain, and handling and dexterity. May be required to lift, push, pull or carry objects weighing up to 50 pounds.