

ASSISTANT GOLF PROFESSIONAL JOB DESCRIPTION

Position Concept: The Assistant Golf professional will assist the Head Golf professional in the management of day-to-day golf operations at Rockrimmon Country Club. All duties of the position shall be performed with a commitment to the highest level of customer service and total satisfaction for our members and promotion of golf at Rockrimmon Country Club.

Specific responsibilities- include but are not limited to:

1. Member and staff relations and communication.
2. Golf instruction: Individual lessons, clinics and schools.
3. New golfer development.
4. Junior Program: develop and implement camps and clinics, run all Junior and Parent-Child events including; post sign up sheets, format development, pairings, scorecards, handicapping, scoreboards, starting groups, rangers, scoring, announcements, post results on boards where necessary and on website, and all junior merchandising.
5. Tournament administration (all women's and some mixed events). Procedure includes; develop format, post sign up sheets, format sheet, pairings, scorecards, scoreboards, scoring, announcements, post results, save results in respective file, player of the year points, starting groups, rangers, and familiarize with event man software.
6. Play with the members when possible.
7. Thursday and Friday Pro-Am Series: develop, implement, and participate.
8. Golf Shop Responsibility: opening, closing, and coverage as needed.
9. Starting responsibilities on weekends as needed.
10. Women's member guest responsibilities.
11. Men's member guest responsibilities.
12. Familiarize with V-I teaching software and launch monitors.
13. Familiarize with all club rules (golf, dining, tennis, etc.) to better assist members.
14. Familiarize with all golf shop procedures.

15. Assist with any and all activities relating to the Golf Shop.
16. Handicapping.
17. Club repair and club fitting
18. Orientation for new members.
19. Assist golf shop manager when needed.
20. Rules official.
21. Public speaking.
22. Special ordering.
23. Outing responsibilities as needed.
24. Travel Pro-Ams (men and women).
25. Maintain a neat and clean appearance at all times.

Head Professional commitment to assistants:

1. Provide an outstanding and flexible work environment.
2. Support and mentoring in the workplace on a daily basis.
3. Encourage professional development through playing opportunities, seminars, and workshops.

Compensation and Benefits:

Please Contact head Profession below for more information on Salary and Benefits

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