

Port Jefferson Country Club Assistant Golf Professional Job Description

Position Concept: As a member of Port Jefferson Country Club, the Assistant Golf Professional assists the Head Golf Professional in all aspects of the golf operations: tee times, course play, tournament operations 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 pro shop staff.

Supervised By: Head Golf Professional

Other:

- Salary open depending on experience
- Seasonal Position- March 15th-November 1st- (flexible)
- Possibility of Full Time

Job Specific Responsibilities: (Include but not limited to)

- Assists Head Professional with hiring, training and supervising pro shop and golf associates
- Effectively manage numerous types of tournament operations from start to finish, including participating in meetings
- Develop and implement clinics, camps and PGA junior leagues
- Assists customers by providing and interpreting golf policies, rules and regulations
- Operates Golf Shop in absence of pro shop associates
- Assumes Head 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
- Manages USGA handicap system for members
- Perform other appropriate tasks assigned by the Head Pro
- Involved in relationship building and initiation to club with members
- Promoting positive atmosphere and promote inclusive culture of club
- Provide club repair and club fitting services to members
- Conduct oneself in a professional manner and maintain a professional image at all times

Job Requirements:

- PGA Member or PGA Associate – Level 1 or higher
- Actively pursue PGA membership (if a PGA Associate) in a timely manner through the PGA Professional Golf Management (PGA PGM) program
- Supervisory experiences preferred
- Prior golf course experience mandatory
- Attention to detail
- Knowledge of Microsoft Office Excel
- Fundamental knowledge of the game of golf, rules of golf, golf facility operations and tournament and event 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 themselves and PJCC
- Excellent service and customer focused attitude
- Experienced in written and oral communications
- Budgeting experience
- Play golf with a variety of members of all skills

Knowledge, Skills and Traits:

- Understanding of the Port Jefferson Country Club Mission Statement
- Understanding of Golf Operations
- Customer Service oriented and be able to provide superior customer service
- Maintain high visibility with the membership
- Must be in compliance with and actively support a drug free workplace
- Familiarize themselves with golf software: POS, Tournament and GHIN Handicap
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Utilize the resources of PGA player development programs such as Get Golf Ready. Tee it Forward etc
- Maintain and promote a positive professional image within the community
- 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