

Position: Assistant Golf Professional  
Reports To: Head Golf Professional  
Job Level: Seasonal  
Location: Inwood CC, Inwood, NY

### Objective

To assist the Head Golf Professional in the management of day-to-day golf operations of the facility. The position is responsible for supervising and managing the golf operations in the absence of the Head Golf Professional. All duties of the position shall be performed with a commitment to the highest level of customer service and total satisfaction of all customers.

### Job Specifications

The ideal candidate will be a PGA Member or Associate on track for PGA Member status and have considerable knowledge of the golf business. Candidate must be personable, attentive, dependable, hard-working, and able to multi-task. Candidate must be motivated and a productive team member. He/she should be neat in appearance and conduct themselves professionally.

### Responsibilities

- Assist with golfer check-in and fee collection; control and manage play
- Assist with all opening and closing procedures
- Assist in managing facility tournament operations including weekly events
- Assist in tournament operations and weekly events including planning, pre-tournament contracts, post-tournament billing, promotion, course set-up, preparation, scoring, prize distribution, and follow up
- Conduct individual lessons and group clinics
- Assist with men's, women's, and junior golf events and programs
- Assist in Player Development programs using PGA tools and resources
- Assist with management of outside service staff to ensure the highest quality of customer service is achieved
- Assist in managing golf car operation, practice facility, and club storage service (as applicable)
- Provide club repair and club fitting services to customers
- Assist in the inventory control of hard goods, soft goods, and special orders including: ordering procedures, receiving procedures, inputting into point of sale, pricing procedures, display, and sales
- Play golf with a variety of customers in competitive and non-competitive situations
- Conduct oneself in a professional manner and maintain a professional image at all times
- Assist with the administration of applicable staff via recordkeeping, work schedules, etc. in accordance with facility human resource policies
- Assist in coordinating golf activities with other departments

### Knowledge, Skills and Traits

- Maintain PGA of America membership in good standing in an active classification
- Actively pursue PGA membership in a timely manner through the PGA Professional Golf Management program
- Fundamental knowledge of the game of golf, rules of golf, golf facility operations and tournament operations

- Fundamental supervisory practices and principles
- 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
- Service and customer focused attitude
- Experienced in written and oral business communications
- Remain up-to-date on customer relationship management tactics and strategies
- Experienced computer user including; Microsoft Word and Excel. Proficient in other applications, i.e. email, internet, tournament and database
- 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