



**Responsibilities include, but are not limited to:**

- Oversee and execute all point of sales application revisions and needs as it applies to green fee sales, merchandise sales, and member/club guest billing.
- Monitor daily tee sheets, perform check-in procedures, and receive payments from members and club guests. Settle discrepancies as it applies to incorrect charges and over or under payment.
- Initiate and promote all of club's activities.
- Create lesson plans and provides both individual and group instruction.
- Maintain a clean, orderly, and well-stocked golf shop.
- Assist with all merchandise and inventory management. Maintain a working knowledge of the in-stock inventory. Create and maintain unique, presentable displays. Places special orders as necessary.
- Responsible for the preparations for all golf outings including scorecards, cart labels, rules sheets, score sheets, format sheets, favors, pairing sheets and hole assignments.
- social media skills to enhance marketing and reviews.

**Qualifications:**

As we review candidates for this role, we will be looking for these qualifications:

- 1-3 years in golf and/or retail industry, with experience in a service-oriented environment.
- Must have passion and strong business development.
- Good Excel computer skills and MS Office.
- Professional verbal, written communication skills and strong attention to detail.
- Listening skills/problem solving
- Organizational and time management and problem-solving skills.
- Team player/Interpersonal skills to provide best customer service.