



Assistant Golf Professional Job Description

Position Title:	Assistant Golf Professional
Reports to:	First Assistant Professional and Head Golf Professional
Date:	April 2023
Classification:	Exempt

Summary/Objective

The Assistant Golf Professional assists the Golf Professional and First Assistant Professional with activities relating to the management and operation of The Club's golf program and provides friendly customer service and golfing expertise to members and their guests.

Essential Functions

1. Assists Golf Professional in instructing and with merchandising, on-course, golf car and personnel management responsibilities.
2. Assists members by providing and interpreting golf policies, rules, and regulations.
3. Conducts golf clinics.
4. Maintains handicap records.
5. Operates Pro Shop in absence of Head Golf Professional and First Assistant.
6. Maintains Golf Pro Shop inventory control system.
7. Oversees Pro Shop inventory and non-inventory items and periodically conducts physical counts of pro shop merchandise and scorecards, tees, pencils, ball markers, golf bag tags.
8. Maintains and inventories all stock items necessary for in-house club repair work.
9. Document and keep accurate records of all in-house and outside club repair work.
10. Updates all charges and credits for club repair work.
11. Assumes Golf Professional's and First Assistant's duties in his or her absence.
12. Assists with daily opening and closing of golf operations.
13. Assists in the coordination of tournaments and special events.
14. Ensures all tournament winners are properly entered into the credit book with correct dates and description of event.
15. Makes copies of tournament results and enters into the correct files.
16. Assists with junior golf activities.
17. Assists in all daily scheduling of lessons for all teaching assistants.
18. Provides golf instruction. Keeps updated on times needed for golf clinics and group lessons.
19. Records copies of all lesson fees.
20. Performs starter or marshal duties as needed.
21. Assists with maintaining USGA handicap system for members.
22. Ensures course is properly marked.
23. Attends staff meetings.
24. Keep Golf Pro Shop counter and club repair area neat, clean, and organized at all times.
25. Keeps informed of all upcoming club events.



26. Responsible for maintaining a clean, safe working environment, with emphasis on promoting employee health and safety.
27. Performs other appropriate tasks assigned by the Golf Professional and First Assistant Professional.

Competency Requirements

- Knowledge and understanding of typical golf course procedures.
- Fully knowledgeable and proficient in all opening and closeout procedures of the Golf Pro Shop.
- Maintain complete knowledge of the handicapping system and all pertinent handicap information.
- Familiar with all aspects of tournament set-up, including scorecards, golf car tags, proximity, staging area set-up and billing charges.
- Knowledge of and ability to perform required role during emergency situations.

Required Education/ Certifications/Licenses

- Associate's degree or one year of related experience and/or training, or equivalent combination of education and experience.
- Must be a member of the PGA or PGA Apprentice working to attain PGA Professional status.

Position Type/Expected Hours of Work

This position is exempt and is expected to work on average 40 to 50 hours a week and at times may need to work up to a 12-hour shift. Expected to work on weekends and holidays.

Work Environment

The position will work in a professional office setting as well as outside on the golf course in all weather conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sufficient stamina to tolerate hot, cold, humid, and rainy outdoor weather for several consecutive hours.
- Frequent lifting, bending, climbing, stooping, and pulling.
- Frequent repetitive motions.
- Continuous standing and walking
- Ability to move to and from various points within facilities, as well as within the outdoor environment.
- Ability to lift and/or carry 50 lbs. up to 50 feet.
- Ability to communicate clearly in routine conversations in person, via telephone or 2-way radio. Must be able to hear normal sounds with background noise and distinguish voice patterns.
- Ability to perform manipulative skills that require hand-eye coordination such as a calculator or computer and be able to see objects closely as in typing a document or reading a report.
- Ability to produce information in written form.



- Ability to operate vehicles.

Travel

Travel to tournaments and member trips including out of state and out of the country is expected for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

If you need an accommodation in order to perform any of the tasks above, please explain here:

I have read and understood the working conditions and specific requirements for this job, and I attest that I can perform all the tasks mentioned above with or without accommodation.

Employee Name – Please Print

Employee Signature

Date