

Pheasant Country Golf Course

Assistant Golf Professional

Job Description

Position Concept:

The position will assist the Head Golf Professional with the comprehensive oversight of all golf shop operations including assisting with checking in daily players and performing golf shop sales, managing and tracking play, organizing and teaching lessons, assisting with the organization of tournaments, golf leagues, simulator leagues, clinics and junior programs, assisting with supervising and training golf staff, assisting with the oversight of all merchandising functions and providing other professional services to ensure an exceptional golf experience.

Specific Responsibilities:

- Assist with supervising and managing the total golf operations in a professional and efficient manner.
- Provide excellent customer services, professional advice and assistance to all patrons.
- Assist with the control and management of daily play; ensure guest check-in and fee collection in coordination with the tee sheet/starter.
- Assist with golf instruction and clinics that are consistent with instructional methods, policies and procedures.
- Assist with supervising, scheduling and training golf shop and outside service personnel.
- Assist in the purchasing, receipt, display, inventory, control, promotion and sales of merchandise.
- Assist in managing the handicap program.
- Assist in planning and budgeting for the golf operations.
- Assist in managing golf tournaments, golf leagues, simulator leagues and outings.
- Assist in the development and training of the volunteer team.
- Assist with supervising, training, and overseeing the outside service personnel.
- Assist with supervising the upkeep of the golf range to ensure that safe, clean, organized and professional conditions exist throughout the day.
- Possess a personality trait that will make people feel welcome, reflecting favorably on the facility.
- Conduct oneself in a professional manner and always maintain a professional image.
- Be informed on and promote all course activities and services.
- Required to perform other tasks as directed by the Head Golf Professional.