

THE RESORT AT PORT LUDLOW

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT GOLF PROFESSIONAL

BASIC FUNCTION: Assists the Golf Professional in the daily operations of the golf shop, carts, driving range, merchandising and the personnel within these areas. Provide our members and guests with the highest quality of service and merchandise.

QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, EXPERIENCE:

- Working toward membership in the PGA of America at an entry level; or qualified to enter the Apprenticeship Program.
- Some college or technical training preferred.
- Must be able to play a credible game of golf, be friendly and good with people.
- Basic knowledge and understanding of golf.
- Computers skills helpful.

ESSENTIAL FUNCTIONS:

- Staff Supervision - Assists the Golf Professional in interviewing, hiring, training, supervision, disciplinary actions and scheduling of the player services personnel to include outside services – Cart Handlers, Starters, Marshals.
- Assist Golf Professional to stay within budgeted staffing guidelines, levels of play and ensures proper operating procedures and policies are followed.
- Tournaments - Assists the Golf Professional in the coordination, set-up, implementation of all outside and member tournaments including cart window signs, proximity markers, scorecards, scoresheets, scoring and following up with the results including posting and tracking of gift certificates and merchandise credits.
- Merchandising - Receives, tags and displays merchandise items for sale in the golf shop and monitors, rotates and changes displays for the merchandise as needed.
- Assists in taking monthly inventory.

- Shop Management - Assures quality presentations of the cart barn, range and parking lot. Follows the day-to-day check in procedures and assists in the training of seasonal personnel.
- Assists in golf instruction when directed.
- Assists with buying merchandise Assists customers with golf club repairs
- All other areas as directed by management.

ENVIRONMENT:

Must be able to work closely with staff, the public and willing to work evenings, weekends and holidays. Team member and participation at member functions. Responsible for the accurate checking in of customers and merchandise.