

Job Posting

**Recreation Intern**

**Second Assistant Professional**

**Recreation Intern**

**DESCRIPTION**

The assistant golf professional ensures the day to day golf operations run smooth. This specifically relates to overseeing all part time employees, interacting with customers, addressing and solving most issues that arise, and opening and closing the golf course.

# **DUTIES AND ESSENTIAL JOB FUNCTIONS**

* Oversees the day-to-day activities of the practice facility and cart staging area, ensuring they are consistent with Club policy
* Assists the Head Professional with recruitment, training, supervision and evaluation of the outside services staff
* Provides quality private lessons, group clinics and junior golf program
* Assists the Head Golf Professional with managing all aspects of the golf program and assumes all duties in the absence of the Head Golf Professional
* Provides and interprets golf policies, rules and regulations
* Assists in the coordination of tournaments and special events
* Prepares, updates and maintains tee sheets and tournament score boards for tournaments and events
* Assists all golf leagues with setting the tee sheet accordingly
* Assists with updates and helps maintains the golf page on the Club’s website
* Performs starter or marshal duties as needed
* Maintains an attractive, orderly appearance in and around the pro shop, practice facilities and other golf related areas to create a high-quality environment
* Interprets and enforces the Club’s rules and regulations and ensures that the outside services staff is familiar with and enforces these rules
* Assist the Head Golf Professional with maintaining a professional pro shop
* Ensures that all staff are presentable, well-groomed and in established uniforms at all times
* Responsible for maintaining a clean, safe working environment, with emphasis on promoting employee health and safety
* Follows directives and completes assignments with a minimum of supervision
* Attends and actively participates in regularly scheduled staff meetings
* Directly assist in the furtherance of customer satisfaction. Always maintains a friendly, hospitable and helpful attitude with all guests and fellow employees
* Any other duties as assigned by management

**QUALIFICATIONS**

* One year of experience as an Assistant Golf Professional preferred
* Prior experience in golf operations including: employee motivation and training; golf instruction; tournament and event management; working knowledge of golf course maintenance
* Expertise in golfing rules and regulations
* Knowledge and understanding of typical golf course procedures
* Proficiency with Microsoft Word, Excel, Outlook, Golf Now System.
* Level One of the PGA Program preferred.

**JOB STATUS** Full Time **DEPARTMENT:**  **FSLA STATUS** Exempt

**SALARY** $40,000 - $45,000

**HOURS** Must be able to work evenings, weekends, and holidays. Hours will vary based on the facility requirements.

**HOW TO APPLY** Qualified applicants may submit application and resume to William Roper, at wroper@whitepinesgolf.com.

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