

Position Title: **ASSISTANT GOLF PROFESSIONAL (GRADE 3)**

Supervisor: PGA Golf Professional

Hours of Work: The Assistant Golf Professional will work a forty (40) hour week. Overtime may occur on assignment from the supervisor. The Assistant Golf Professional will need to work a flexible schedule to include evenings, weekends and holidays. The employee shall receive ½ hour for lunch, not paid.

Place of Work: Armitage Golf Club Pro Shop

General Description: The purpose of this position is to assist the Golf Professional in the operation of a successful public golf course and Pro Shop facility in order to meet the needs of the patrons.

Essential Functions: Engages in the sale of greens fees, cart rentals, target range balls and golf instruction to achieve or exceed budget projections.

Supervises and manages the Golf Pro Shop and its guest service components in a professional and efficient manner in the absence of the Golf Professional.

Assists in the operation of the Golf Pro Shop and its guest service components in accordance with the budget for the golf course. Assists in compiling information from market competition for comparison studies to properly position the facility in the marketplace.

Adheres to a cash management system to ensure the safekeeping of Township assets, inventory and resources by tracking the inventory of Pro Shop merchandise.

Assists in the promotion/marketing of golf outings and league play.

Uses and trains staff on the computerized tee-time reservation, tournament and handicap systems to ensure accurate sales reports and appropriate starting times.

Deposits cash, checks and processes credit card sales daily in accordance with Finance Department policies.

Monitors the flow of play on the course.

Enforces all Township and applicable USGA rules and regulations governing golf course usage and assists with the administration of the handicap program.

Oversees the operations of a well-managed practice facility.

Assists with the purchasing, marketing, sales and inventory of all Pro Shop related merchandise. Ensures that the Pro Shop is an attractive retail environment by assisting in the development and implementation of merchandising programs and promotions.

Ensures the golf cart fleet is kept thoroughly clean and mechanically sound at all times, parked neatly for customers and, when not in use, neatly arranged in both parking garages. Contacts maintenance staff promptly for any needed repairs. Ensures that all golf carts and pull carts are accounted for at all times and are secured under lock and key when not in use.

Ensures daily that Pro Shop, offices, Pro Shop restrooms, hallway, cart storage areas and outside area surrounding Pro Shop are kept clean and safe.

Ensures that Pro Shop and entire first-floor level, cart garages, AMR first floor-level and restrooms at Hole Nos. 5 and 13 are locked and secure at close of business each day and anytime these areas are not in use.

Recruits, trains, schedules and supervises personnel needed to assist in the fulfillment of the Pro Shop operations.

Reviews and submits all Pro Shop staff time sheets to supervisor.

Assists in the development of and actively participates in golf instruction and golfer development programs for all customer segments.

Works closely with the restaurant operation to assist and implement various programs that overlap the golf operation.

Assists in the publication of newsletters and informational and promotional materials.

Interacts with, and actively supports, Hampden Township to promote community activities.

Performs special projects or other duties as assigned.

Qualifications:

The Candidate must have, at a minimum, completed School 1 in the PGA or LPGA and hold an active classification in the PGA or LPGA. PGA Assistant must complete PGA Schooling requirements within 4 years of employment. LPGA assistant must complete School 2 within two years of employment for LPGA

Ability to effectively and efficiently contribute to prescribed long-term plans and goals of the Township within overall policy or budgetary limits.

Is able to learn the proper operation of the golf course.

Ability to communicate clearly and concisely in both verbal and written form, deal with golfers and the public in a professional manner and represent Armitage Golf Club and Hampden Township appropriately.

Current PA Driver's license.

Ability to effectively supervise a staff of part time and seasonal employees.

Experience with personal computer and Microsoft Office, Golf Now Tee Sheet and Point of sale software and The USGA GHIN Handicap and Tournament Software.

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The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the workload.

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