

REVISED: 01/17/02

JOB TITLE: 1st ASSISTANT GOLF PROFESSIONAL
DEPARTMENT: GOLF OPERATIONS
REPORTS TO: HEAD GOLF PROFESSIONAL
CLASSIFICATION: NON-EXEMPT SUPERVISORY RESPONSIBILITY

SUMMARY/PURPOSE:

Under supervision, the 1st Assistant Golf Professional provides additional support and leadership to the Golf Operations department. This position is responsible for aiding the Head Golf Professional to manage the Golf Shop, golf customer service, and Course programs. This position assists the Head Golf Professional in the successful growth and operations of Valley Oaks Golf Course.

ESSENTIAL FUNCTIONS:

PROMOTE FINANCIAL STABILITY

- Order, receive, promote and sell golf shop merchandise; maintain appropriate “cost-of-goods-sold” percentage.
- Assist the Head Golf Professional to execute all tournament activities.
- Aid the Head Golf Professional to implement all teaching programs, instructing individuals as needed (if qualified).

FOSTER TEAMWORK AND COHESIVENESS

- Train, schedule and manage Golf Shop Assistants, Cart and Range Attendants, Course Guides and Marshals.
- Attend departmental meetings as required.

ENSURE COMPANY AND REGULATORY COMPLIANCE

- Open and close Golf Shop in accordance with accepted policies and procedures.
- Collect all golf shop receipts daily; report sales to the General Manager and Administration staff.
- Utilize the point-of-sale (POS) register system to schedule golf tee times, register guests for play, and perform financial transactions.
- Administer the continuous use of an effective pace of play program.
- Progress towards PGA or LPGA membership.

BUILD POSITIVE RELATIONSHIPS WITH THE COMMUNITY

- Provide courteous customer service to guests at all times.
- Assist golfers who wish to join the Northern California Golf Association (NCGA) through Valley Oaks Golf Course home club membership.
- Represent Valley Oaks Golf Course with a high degree of integrity and professionalism in golf tournaments and promotional and/or Course activities.

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JOB REQUIREMENTS/QUALIFICATIONS:

- PGA or LPGA affiliation.
- Minimum one (1) year experience working in a high volume, retail golf shop environment.
- Minimum one (1) year as a golf instructor.
- Working knowledge of Microsoft Office applications including, but not limited to, Word, Excel, and Access.

WORKING CONDITIONS:

Physical Demands:

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|----------------------|-----------------------------|---------------------|
| • Standing | • Pulling | • Seeing: |
| • Sitting | • Pushing | ✓ Close |
| • Crouching/Kneeling | • Twisting | ✓ Far |
| • Walking | • Touching/Handling/Feeling | ✓ Color |
| • Balancing | • Hearing | ✓ Peripheral vision |
| • Lifting | • Talking | |

Exposures:

- Weather Conditions
- High Places

Send application and resumes to:

Aaron Hensley
General Manager
ahensley@playvalleyoaks.com