

ASSISTANT GOLF DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is work which involves a responsibility for participating in planning and promoting golf activities, assisting with staffing and time records, and working with the Golf Director in running the pro shop. The work also includes participating in special events and providing golf lessons. Supervision is exercised over a number of part-time and seasonal employees, and direct supervision is received from the Golf Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

Works with the Golf Director in scheduling, promoting and running golf course activities such as golf camps, clinics, tournaments, and private instruction by preparing flyers and brochures, greeting patrons, etc.;

Assists with the maintenance of the pro shop inventory by recommending items, pricing items, and meeting with vendors as directed;

Makes recommendations for staffing for registration, cashiering in pro shop, rangers, starters, driving range, etc.;

Reviews payroll records and timesheets for accuracy and completion;

Works with Golf Director in the collection and deposit of daily receipts;

Provides golf lessons to patrons and at junior camps and clinics.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the rules and terminology of the game of golf; working knowledge of the organization and maintenance of a golf shop; ability to plan and assign the work of others; ability to teach the game of golf; ability to prepare accurate and clear reports; ability to deal effectively with the public and to maintain good public relations.

MINIMUM QUALIFICATIONS: Proof of current and active pursuit of registration as a PGA Apprentice is required at time of appointment, but incumbents must be registered as a PGA Apprentice in order to complete the probationary term.