

## **GOLF DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work which involves a responsibility for planning, scheduling and promoting activities in order to maximize the usage of a golf course. The work also includes representing the golf course as a professional golfer at outings and special events and providing golf lessons as the resident professional. Supervision is exercised over a number of part-time and seasonal employees, and general supervision is received from the Town Supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Organizes, schedules, promotes and runs golf course activities such as golf camps, clinics, tournaments and private instruction by preparing flyers and brochures, greeting patrons, speaking at public meetings and events, etc.;

Maintains the inventory of the pro shop by ordering items, pricing items, meeting with vendors, anticipating needs and general merchandising;

Plans and assigns the work of subordinates for registration, cashiering in pro shop, rangers, starters, driving range, etc.;

Makes recommendations for hiring and evaluates performance;

Maintains time records for all subordinates, submits payroll and distributes paychecks;

Oversees the collection and deposit of daily receipts;

Provides golf lessons to patrons.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the rules and terminology of the game of golf; good 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 supervise the work of others and to provide necessary training; ability to deal effectively with the public and to maintain good public relations.

**MINIMUM QUALIFICATIONS:** Current and active membership in the Professional Golfer's Association (PGA).