



## **POSITION DESCRIPTION**

Position: Seasonal Assistant Golf Professional		Department: Fieldstone Golf Club	
Reports to: Golf Professionals/General Manager		FLSA Status: Non-Exempt	
Location: Fieldstone Golf Club	Division: N/A	Pay Grade: N/A	
Revised: October 5, 2016	Last Reviewed:	Union: N/A	Status: Seasonal/Part Time

### **GENERAL PURPOSE**

Performs a variety of professional and administrative assignments in planning, developing, scheduling, directing and implementing successful golf programs in all aspects necessary in operating a highly ranked golf course, clubhouse and practice facility. Areas include but are not limited to all administration aspects, golf shop merchandising, marketing programs, promotions, golf programs and personnel services.

### **SUPERVISION RECEIVED:**

Works under the supervision of the General Manager / P.G.A. Golf Professional.

### **SUPERVISION EXERCISED**

Exercises some administrative direction for the golf staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **GOLF PROGRAMS**

- Golf Tournaments – Coordinate local tournaments with over a dozen different professional affiliations. Our relations established with these groups give Fieldstone a large amount of publicity each year and is one aspect of our continued success.
- Golf Leagues – Organizing, planning and developing league programs each year.
- Daily Play – Monitoring, servicing and daily sales duties for daily golf play.
- Golf Outings – Sales, booking and organizing annual golf outings.
- Merchandising – Purchasing, inventory management, display and sales.
- Golf Lessons – Private and Junior Golf Instruction 75/25 split

- Administrative Assistance - Assisting operations with payroll, accounts payable, receivables, employee schedules and computer programs.
- Point of Sale Systems – Monitoring, assisting with sales and updating or organizing software systems.
- Marketing – Assisting with current marketing and advertising programs.
- Presentation – Daily help in keeping the golf club clean, organized and presentable.

## **REQUIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Golf Course Experience preferred but not mandatory.
- (B) High School Diploma

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge and understanding of golf.
- (B) Some operational knowledge of golf courses.
- (C) Skills in computer word processing, database management and ability to efficiently operate keyboard and cpu.
- (D) Organizational skills.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to plan, organize, coordinate and implement a golf programs.  
Ability to coordinate, analyze, and utilize a variety of reports and records; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

## **SPECIAL REQUIREMENTS**

Valid state driver's license.  
Valid social security card.

## **TOOLS AND EQUIPMENT USED**

Computer Skills (word processing, power point and spreadsheet software); point of sale systems; database management; phone systems; mobile or portable radio; golf vehicles.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is moderately noisy when in the field and/or in the office.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related physical tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.