

**I. Position**

Assistant Golf Professional (8.2)

**II. Related Titles**

Assistant Golf Pro

**III. Job Summary**

Execute essential function of golf professional responsibilities when on duty.

**IV. Job Tasks (Duties)**

1. Assists golf professional in instructing and with merchandising, on-course, cart and personnel management responsibilities
2. Maintains pro shop inventory control system
3. Assists members by providing and interpreting policies, rules and regulations
4. Conducts golf clinics
5. Maintains handicap records
6. Operates pro shop in absence of Golf Professional

**V. Reports to**

Golf Professional

**VI. Supervises**

Golf Shop Salesperson; Starter; Ranger; Caddie; Cart Shop Maintenance Mechanic