

## POSITION DESCRIPTION

POSITION TITLE: GOLF PROFESSIONAL

REPORTS TO: DIRECTOR OF GOLF

**POSITION SUMMARY:** Golf Professional develops and directs the club's golf activities and serves as the representative of the club's golf program to the membership and their guests. This position supervises staff of Golf and Golf Shop. Organizes golf tournaments, assists with special functions, teaches both novice and expert golfers, has in depth knowledge of golf equipment, and is a member in good standing in the Professional Golf Association of America (PGA).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Consults with GM/COO and Director of Golf on golf course and practice range operation, maintenance and rules.
- Cooperates with the Turfgrass Superintendent on maintenance issues that affect play.
- Administers all club rules and policies that govern the use of the course, golf cars, and other golf related facilities.
- Under recommendation of the Golf Committee and direction from the COO, implements and administers a system governing the start of play and the handicap system.
- Provides age and skill appropriate instruction to players.
- Plans golfing events and promotes the game.
- Make sure the proper green, cart, and other golf related fees, are correctly charged to members' accounts.
- Administers the golf car rental operation, including all equipment maintenance.
- Schedules staff, such as assistant pros, starters, rangers, caddie master, bag room attendant, and golf cart maintenance personnel.
- Sets performance standards.
- Administers payroll records.

- Assists with annual operating budget for department.
- Operates the golf retail center and practice facility that features a range of merchandise and services reflecting member needs.
- Attends Golf and Green/Grounds Committee meetings as required and necessary.

**PREREQUISITES:**

**EDUCATION:** High School diploma and current class A member of the PGA. Some college or college degree in Business or related field preferred

**EXPERIENCE:** A minimum of five years in Golf with progression of responsibilities in the function and operation of Golf. Must have general knowledge of golf course operations and maintenance. Must be a skilled golfer. Must possess excellent people and communication skills.

**PHYSICAL:** Must maintain overall physical conditioning to provide optimum service to membership while teaching and playing with members. Must be able to walk and stand for up to 4 hours and lift up to 50 pounds.