

Recreation: Golf

I. Position

Golf Professional (8.1)

II. Related Titles

Golf Pro; Director of Golf

III. Job Summary

Manage all golf and golf-related activities and business.

IV. Job Tasks (Duties)

1. Plans, promotes and directs all golf activities
2. Prepares annual and monthly budgets for golf operations; takes corrective actions as necessary to help assure that budget goals are attained
3. Orders merchandise for golf shop and provides the best selection possible within the constraints of inventory and quality limits set by board policy
4. Orders supplies associated with golf activities
5. Maintains attractive, orderly appearance in pro shop
6. Selects, supervises, trains and evaluates golf cart maintenance personnel and pro shop, locker room, golf range, golf bag and club storage employees and on-course personnel
7. Provides golf lessons to members and guests
8. Plays golf with members of all skill-levels to generate enthusiasm
9. Designs and conducts golf clinics
10. Plans professional development and training activities for subordinates
11. Designs and conducts junior golf clinics and training programs
12. Collects charges and fees for all golf-related activities
13. Organizes and conducts club tournaments and related events
14. Interprets and enforces golf rules and regulations
15. Interprets and enforces club policies, rules and regulations
16. Consults with the General Manager about golf course and practice range operations, maintenance and rules
17. Cooperates with the grounds superintendent about maintenance issues that affect the playability of the golf course
18. Under the direction of the golf committee, implements and administers a system governing the start of play and the handicap system
19. Represents the club in area professional events including local, state or national events with the approval of the golf committee
20. Attends all staff, management, golf committee and other applicable meetings
21. Maintains records relating to player and guest rounds and other statistics
22. Provides marshals for tournaments and at other times as determined by golf committee. Supervises marshals to help ensure that expected performance is delivered
23. Plans social evenings and events to promote golf and fellowship among members and guests
24. Adheres to all federal, state and local laws regarding health, safety and employment
25. Schedules staff hours to assure that members are fully served and that labor costs are maintained; periodically check(s) timecards for adherence to posted schedules
26. Assists in the development of short- and long-range plans for improvements to the club facilities and courses
27. Attends national and sectional conferences/meetings, merchandise shows, educational and professional shows to encourage development and to enhance quality and image of the club
28. Assists in supervising and inspecting design improvements and capital outlays to golf courses and golf facilities

V. Reports to

General Manager

VI. Supervises

Assistant Golf Professional