

Job Description
HEAD GOLF PROFESSIONAL

Function:

To manage the Golf Shop in an orderly, pleasant and professional manner for the benefit of its members. Provide golf instruction to members and guests. Purchase, inventory and control all Golf Shop merchandise.

Responsibilities:

1. Hires, trains, schedules and oversees the Golf Shop staff consisting of, but not limited to, Assistant Golf Pro, Apprentices, Merchandise Persons, Bag and Range Persons, Caddies.
2. Oversees the Club's program of providing golf lessons to members and guests.
3. Oversees cart operations for Club.
4. Sets and arranges golf tournaments for members and member sponsors.
5. Masters and operates consistently with Club Bylaws, rules, regulations and policies.
6. Orders, receives, inventories and controls Golf Shop merchandise.
7. Prepares annual budget for golf operations.
8. Controls tee times and practice areas.

Relationships:

Reports directly to General Manager. May attend Board meetings. Works closely with the Golf Course Superintendent and the Hospitality Coordinator.

Requirements:

9. College education preferred. Must have at least a High School diploma.
10. Must have attained all requirements and credits deemed essential by the Professional Golfers Association of America.
11. Must be well versed in the USGA Rules of Golf.
12. Must know or learn to operate the Club's computer system as it relates to the Golf Shop.