

Job Description

Head Golf Professional

POSITION DESCRIPTION

POSITION:
Head Golf Professional

DEPARTMENT:
Golf Shop

STATUS:
Exempt

REPORTS TO:
Club Manager

APPROVED BY:
Human Resources

OBJECTIVE/PURPOSE: Head Golf Professional will provide leadership, foster teamwork and assist in supervising entire Golf Operations Department. Duties will include but not be limited to: inventory control and merchandising, training and supervising of departmental staff, tee sheet and POS management, co-development and execution of marketing and promotion plans, development and execution of golf operations budget, management of group play, program development. Head professional will oversee the effective management of all department functions including range, outside service operations, tournaments and player programs, liaison with tournament food & beverage, course marshaling, and shop operations. The Head Golf Professional will ensure the desired level of customer service is manifested consistently by all personnel.

DUTIES AND RESPONSIBILITIES:

- Effectively staff and operate the Golf Shop, outside service, driving range, tournaments, outings, regular play, and lessons.
- Assist the Club Manager with the Club's golf budget planning processes including annual operating goals and Golf Shop ROI.
- Provide requested financial reports regarding golf activities.
- Ensure the proper and timely collection of all charges and fees associated with all golf activities.
- Manage golf shop purchasing, merchandising, and inventory control.
- Support the development of new programs, services and events that will contribute to the growth of the Club.
- Manage projects as assigned by the Club Manager.

- Meet as needed and as directed with other department heads and committees to coordinate the efforts of RHCC's golf operations.
- Attend Golf Committee meetings as the designated representative.
- Interpret and enforce golf rules and regulations, and Club policies, rules and regulations.
- Regulate starting times and monitor speed of play for tournaments, outings, regular daily play, and group play, assuring equity amongst all.
- Represent the Club in tournaments and other area golf events, participate in Pro Ams with members, and organize and conduct Club tournaments.
- Maintain active Class "A" PGA status.
- In conjunction with Human Resources and rules, policies and procedures, hire, supervise and discipline golf employees. Administer the performance management process for all direct reports.
- Consult with the Golf Course Superintendent and the Club Manager in all matters of mutual interest in connection with the course and the driving range. Club will provide driving range equipment, including but not limited to range balls for use by members, guests, and the public on the range. The Head Golf Professional will ensure the reasonable maintenance of the driving range, including, but not limited to reseeding and divot replacement as required.

Other Duties:

Direct all Golf related activities in accordance with the Club's approved policies, Articles of Incorporation, By-Laws, Zoning Ordinances and policy's set for by the General Manager and the Board of Trustees, and as assigned by the Club Manager.

Education / Training / Certifications:

College Graduate. Class "A" PGA membership. Five Years Experience as a Head Golf Professional. Previous experience in a private club or resort oriented operation. Knowledge of, and experience using Microsoft Office, and/or exposure to electronic tee time management and other club related software a plus.

Decision Making Authority:

The Head Golf Professional is expected to make decisions concerning the day-to-day operation of the club golf programs and activities that are within the area of responsibilities and are consistent with the prevailing department and Club policies.

Financial Responsibilities:

1. Per operational and capital budget approval.
2. Responsible for compliance and outcome of operating and capital budgets for department
3. Submission of financial and usage data as requested by Club Manager.

Standards of Performance

1. Successful accomplishment of duties and responsibilities.
2. Achievement of specific initiatives as annually agreed upon with the Club Manager.
3. Overall effectiveness in implementation of the approved strategic and business plans.

Working Conditions:

This is an on and off the golf course position and may require extensive physical activity with occasional lifting of over 25 pounds. 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.

The noise level in the work environment is usually moderate to noisy.

Name

Date