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203-795-4161

Fax 203-799-9489 389 Racebrook Rd, Orange, Connecticut 06477

### **ASSISTANT GOLF PROFESSIONAL**

#### **JOB DESCRIPTION & RESPONSIBILITIES**

The primary responsibilities include registering golfers, renting carts, selling merchandise, and coordinating staff involved with golf operations/activities. The position will have “hands-on” responsibility in the day to day operations and activities in the clubhouse and on the golf course.

This position shall:

- Serve as the liaison between the golf counter and personnel such as Starters, Rangers, Clean-up staff, and others as needed; The staff will report to you directly during their shifts and you will provide guidance related to hours of work during slow periods of time and any additional work tasks. Communication with staff is critical especially as it relates to minute to minute operations and includes the use of two-way radios.
- Schedule/coordinate tee times using the golf counter internet/website technology, telephone requests, and other means;
- Coordinate/assist all corporate golf leagues throughout the season;
- Assist with all golf outings/tournaments throughout the season (including scoring);
- Interact and assist the various Women’s and Men’s Golf Associations, and other outside events including golf tournaments;
- Maintain knowledge of current golf rules;
- Enforce all golf course rules; No exceptions made without the consent of General Manager;
- Be familiar with all types of financial transactions with golf customers and vendors including the use of cash, credit cards, vouchers, and gift cards. Administer GHIN requests offered by the club directly to individual golfers using CSGA or other software programs.
- Provide or coordinate professional golf lessons, junior golf programs, and golf club repair;
- Using the OHCC website (and other association websites as needed) and e-mail/social media, communicate with existing customers and potential customers’ information pertinent to the golf operations/activities;
- Represent, as needed, Orange Hills Country Club in Pro Am golf Tournaments;
- Coordinate/assist with other assignments deemed necessary by the General Manager;
- Typical Work Schedule During Peak Season: Monday - 12pm to close; Tuesday - 12pm to 7pm; Wednesday - 12pm – 7pm; Thursday – off; Friday -12pm to 7pm; Saturday - 12pm to close; Sunday 12pm to close;
- Hourly rate compensation is commensurate with experience.

#### **OVERVIEW**

As a family-owned golf course we take great pride in the quality of our product and caliber of our service. The goal is to provide an enjoyable experience for our customers while ensuring that our golf course rules are respected. The Golf Manager needs to have excellent people and organizational skills because of the daily interaction with the public. The ability to “think on your feet” is also very desirable because this daily public interaction can become very spontaneous in our effort to provide the enjoyable experience to our customers. We value initiative and encourage input from our staff.

1/19/2017