



# The Club at New Seabury

## Golf

### Assistant Golf Professional

#### Position Overview

Assist Director of Golf with all activities relating to the management and execution of the club's golf operations, including but not limited to golf tournaments, outside service staff, golf shop, practice facilities, instructional programs, financial management and maintenance of golf equipment (golf carts, range pickers, ball washers, etc.).

#### **Essential Duties & Responsibilities**

- Provides a high service environment to members and their guests; reserves tee times, answers phones, and maintains a friendly, positive, helping, and motivated attitude at all times
- Along with golf staff, conducts pro shop retail operations; sells, displays, promotes and merchandise inventory. Possesses a thorough understanding of the point of sale system
- Professionally, respectfully, and tactfully interprets, informs, and enforces club policies with members, guests, and staff
- Assists with coordination of all golfing events
- Conducts or assists with junior camps, golf clinics, and schools
- Performs daily opening and/or closing procedures as designated. Accurately completes POS end of day processing
- Assists with inventory management; conducts monthly inventories, prepares orders and returns. Minimizes shrinkage by following inventory control procedures
- Along with golf staff, responsible for the correct appearance, organization, and cleanliness of the shop and stock room areas, equipment and fixtures. Reports deficiencies and maintenance concerns
- Assists with training and supervising of pro shop staff
- Perform any and all duties requested by Director of Golf, Head Golf Professional, 1<sup>st</sup> Assistant Golf Professional, Golf Shop Manager and General Manager

#### **Knowledge, Skills, & Abilities**

- Ability to work under tight time constraints, handle sensitive data, and multi-task so that deadlines can be met
- Highly organized and able to prioritize and manage time efficiently with the ability to handle stress in a fast-paced, deadline-driven environment
- Excellent communication skills, both verbal and written
- Adequate computer skills, including Microsoft Word, Excel, and Publisher
- Proven leadership
- Reputation for quality and attention to detail

#### **Credentials & Experience**

- PGA Certification or actively working towards
- Four year undergraduate degree preferred