

Bear's Paw Country Club Position Description



Job Title: Assistant Golf Professional
Reports To: Director of Golf
FLSA Status: Non-Exempt

ABOUT THE CLUB

Bear's Paw is a private, member owned, 18-Hole Jack Nicklaus Signature Course, limited to 327 golf members. The golf course was completely renovated in 2015 and a newly constructed \$12M clubhouse and fitness center were opened in November of 2019. We provide our members with an exceptional golf program that includes 18 & 9 WGA, MGA, and Mixed Golf events.

SUMMARY

This position is a key driver in providing consistent and memorable golf experiences for members and their guests. Coaches and works with outside golf team. Assists Director of Golf with the organization and implementation of all golf events and weekly league play. Provides support with hiring, training, and supervising all outside golf services team to provide a high level of service delivered consistently. Engages members by playing in golf groups, hosting clinics and soliciting for lessons.

HOURS/DAYS

Hours and days fluctuate according to the wants and needs of the members and their guests.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

(Other duties may be assigned.)

- Assist with golfer check-in and fee collection; control and manage play
- Assist with all opening and closing procedures
- Assist in tournament operations including women's and men's golf associations
- Conduct individual lessons and group clinics
- Assist in Player Development programs using PGA tools and resources
- Assist with management of outside service staff to ensure the highest quality of member service is achieved
- Assist in managing golf car operation, practice facility
- Provide club re-gripping and club fitting services to members
- Directly responsible for timely and consistently maintaining the club's GHIN Handicap System
- Assist in the inventory control of hard goods, soft goods, and special orders including ordering procedures, receiving procedures, inputting into point of sale, pricing procedures, display, and sales
- Play golf with a variety of members
- Always conduct oneself in a professional manner and maintain a professional image
- Assist with the administration of applicable staff via recordkeeping, work schedules, etc. in accordance with facility human resource policies
- Assist in coordinating golf activities with other departments

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



EDUCATION and/or EXPERIENCE

- Class A Member or Apprentice in good standing with PGA or LPGA
- Minimum two years Private Club experience preferred
- Excellent and professional written and verbal skills
- Energetic team player with a desire to learn and grow
- Managing Ladies Golf Associations
- Teaching Private and Group Golf Lessons

EMPLOYEE BENEFITS

- Health insurance with co-pay after 60 days
- 401K eligibility after 6 months with a 6% match
- Paid vacation, based on years of service
- PGA / LPGA Association Dues
- **Continuing Education allowance**
- Uniform allowance
- Playing / Practicing Privileges
- Daily employee meals

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires work performed in indoor and outdoor environments. Indoor activities include sitting or standing for long periods of time, reading, writing, verbal communication and operating office equipment. Exposure to variable and adverse weather conditions. Active, physical work involving carrying, pushing, pulling, stooping, kneeling, crouching, bending, reaching and walking long distances. Must be able to work long hours during the season.

Must regularly lift and/or move up to 15 pounds, frequently lift and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust/focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLOSURE STATEMENT

No one Job Description, for any one position, can possibly encompass all responsibilities which may be requested. The above Job Description defined, is a summary of the major responsibilities of the position. The objective of any position is to effectively provide services and support to Bear's Paw Country Club.