



**POSITION:** Assistant Golf Professional  
**REPORTS TO:** Director of Operations  
**POSITION TYPE:** Full Time/Year Round

**POSITION SUMMARY:**

The position will assist with daily golf operations including managing and tracking play, protecting and controlling assets, supervising golf staff, assisting with all merchandising functions, managing tournaments and leagues, assisting with golf clinics, and providing other professional services to ensure an exceptional golf experience for all guests.

**QUALIFICATIONS:**

Must be 18 years or older. Must be able to communicate effectively, both verbally and written, in English. Ability to lift and carry up to fifty (50) pounds at a time. Ability to perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting. Self-motivated with excellent organizational skills, high level of service, a sense of urgency and attention to detail.

A candidate in pursuit of a career in the golf industry is recommended. Enrollment in the PGA Associate, or PGM program is preferred but not required.

**MAIN DUTIES AND RESPONSIBILITIES:**

*Duties and responsibilities include, but are not limited to:*

- Greet all guests with a positive and friendly attitude
- Monitor pace of play and assist those groups who may be out of position
- Manage inbound tee times using exceptional communication skills and POS
- Provide golf instruction and clinics that are consistent with instructional methods, policies and procedures
- Assist in managing Leagues, tournaments and outings using the Golf Genius tournament software
- Provide excellent customer services, professional advice and assistance to all guests
- Control and manage pace of play; ensure guest check-in and fee collection
- Publicity and promotion of Southern Hills and all course events and specials in a clear and enthusiastic manner
- Maintain accurate transaction records using both POS and Management principles
- Assist with record keeping and annual business plan preparation

**BENEFITS:**

- Complimentary use of the golf course and practice facilities
- Employee uniform/Equipment allowance
- Meal provided each shift worked
- Discount on proshop merchandise
- Yearly PGA dues covered by club (If applicable)
- Performance bonus potential