JOB DESCRIPTION

| **TITLE** | ASSISTANT GOLF PROFESSIONAL | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Assistant Golf Professional supports the Head Golf Professional in daily golf operations, instruction, and member services at [Golf Course Name]. This role helps oversee the pro shop, assists with tournaments and events, and provides golf instruction to members and guests.

The ideal candidate is passionate about golf, has strong customer service skills, and is eager to develop their career in golf operations and instruction.

**Duties and Responsibilities**

Overall Responsibilities:

**Golf Operations & Customer Service**

* Assist in managing tee times, pace of play, and overall golf course operations.
* Provide excellent customer service to members and guests.
* Enforce course policies, etiquette, and safety guidelines.
* Assist in managing golf cart fleet, rental equipment, and driving range operations.

**Instruction & Player Development**

* Conduct private and group lessons for players of all skill levels.
* Help organize junior programs, clinics, and member golf development initiatives.
* Stay updated on the latest golf instruction techniques and technology.

**Tournaments & Events**

* Assist in planning and executing club tournaments, corporate outings, and special events.
* Help with scoring, rules enforcement, and pace of play during events.
* Support event setup, registration, and prize distribution.

**Pro Shop & Merchandising**

* Assist in managing pro shop operations, including sales, inventory, and merchandising.
* Promote and sell golf equipment, apparel, and accessories.
* Process transactions and provide product recommendations to members and guests.

**Staff Support & Training**

* Supervise and train golf shop attendants, starters, and marshals as needed.
* Assist in scheduling and daily staff coordination.
* Perform additional duties as required.

**Key Qualifications**

* PGA of Canada Associate Member (or working towards certification) preferred.
* Minimum of X years of experience in golf operations or instruction.
* Strong knowledge of golf rules, tournament operations, and customer service.
* Experience with golf management software and POS systems is an asset.

**Core Competencies**

* Excellent interpersonal and communication skills.
* Passion for golf and player development.
* Strong customer service and problem-solving abilities.
* Attention to detail and ability to multitask.
* Ability to work independently and as part of a team.

**Working Conditions**

* Schedule is typically [Insert schedule, e.g., 9:00 AM to 5:00 PM, Monday through Friday]
* Combination of indoor and outdoor work at a golf course.
* Requires standing, walking, and occasional lifting of golf equipment.
* Weekend, evening, and holiday work required, based on club operations and events.