

Job Description

Position: Assistant Golf Professional
Reports To: Golf Professional
Work Schedule: 50+ hours per week, including most weekend days, based upon seasonal business cycles

Job Summary: Assist Head Golf Professional with all activities relating to the management and execution of the club's golf operations, including but not limited to public tournaments, member tournaments, outside staff service, golf shop, practice facilities, instructional programs, financial management, human resource management and maintenance of golf equipment (carts, pickers, ball washers, etc.).

Responsibilities:

- Assists Head Pro with hiring, training and supervising outside staff and inside staff.
- Effectively manages numerous public and member tournaments from start to finish, including participation in BEO meetings and client billing/charges on club POS system.
- Assists as needed with clinics and camps.
- Assists members by providing and interpreting golf policies, rules and regulations.
- Maintains handicap records.
- Operates golf shop in absence of golf shop merchandiser or assistant manager.
- Assumes Head Golf Professional's duties or that of First Assistant in their absence.
- Manages the daily opening and closing of golf operations as needed.
- Coordinates junior golf activities.
- Provides golf instruction.
- Performs starter or marshal duties as needed.
- Manages USGA handicap system for members.
- Ensures course is properly marked.
- Attends staff meetings.
- Performs other appropriate tasks assigned by the Head Golf Professional

Qualifications:

- PGA Certification
- Four year undergraduate degree preferred
- Minimum three years as golf professional preferred
- Excellent communication skills, both verbal and written
- Solid computer skills, including Microsoft Outlook, Word and Excel
- Proven leadership
- Reputation for quality and attention to detail
- Ability and willingness to work long hours and weekends as demanded by business cycles

Applicants should send cover letter and resume to:

Herb Lipsman
General Manager
Direct Line 281-459-7814
hlipsman@golfclubofhouston.com