

# 2<sup>nd</sup> Assistant Golf Professional

## JOB DESCRIPTION

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### **Position Concept:**

This position will assist with the management of daily golf operations including managing and tracking play, protecting and controlling assets, supervising golf staff, assisting with all merchandising functions, managing tournaments, teaching clinics, and providing professional services to ensure an exceptional golf experience.

### **Specific Responsibilities:**

- Supervise and manage the total golf operations in a professional manner in the absence of the Head Golf Professional
- Provide excellent customer services, professional advice and assistance to all members and guests
- Control and manage play; ensure proper billing procedures and tee sheet management
- Supervise golf shop personnel as directed by the head professional
- Assist the club repair business
- Conduct oneself in a professional manner and maintain a professional image at all times
- Be informed on, and promote all club activities and services
- Assist in managing tournaments and outings
- Assist the club repair business
- Assist in all fleet management procedures
- Assist in the management of the tee time system
- Assist in developing promotional materials, advertising, newsletters, and/or emails
- Manage the handicap program
- Schedule and train golf shop personnel as directed by the head professional
- Assist in the managing tournaments and outings
- Adhere to all guidelines set forth by the management team
- Assist in clinics, summer camps, and all instructional programs as needed

### **Pay Structure/Benefits:**

Salary commensurate with experience

Meal allowance

Playing privileges

80% of lesson income

Christmas Bonus

Camp/Clinic stipends by discretion

Clothing Allowance

Additional benefits may be available

Reports to Head Golf Professional Mike Mainhart

956-764-7625 [golfpro@laredocountryclub.net](mailto:golfpro@laredocountryclub.net)