

JOB SCOPE:

The Assistant Golf Professional reports to the Head Professional overseeing the day to day operations of the Golf department. This role will be responsible for establishing and maintaining customer service standards relating to lessons and fittings, including maximizing sales, profitability and controlling expenses. This position is integral in the maintenance and administration of daily inventory management and daily pro shop duties.

DUTIES AND RESPONSIBILITIES:

1. Develops, designs, recommends and implements instructional programs, customer clinics and other promotional activities as directed
2. Maintain thorough knowledge of products, services, merchandise promotions, test merchandise and advertising
3. Promotes Miskanaw Golf Club by participating in community organizations, PGA or service organizations to promote and enhance Miskanaw Golf Club's standing in the community
4. Assists in scheduling and administration of all internal and private events and functions at the Golf Club.
5. Assists in organizing tournaments and assigns various duties for coordinating club and private events.
6. Supervises and sets goals for back shop and pro shop.
7. Liaises with club members, golf professionals, guests and staff
8. Coordinates and conducts club events, tournaments and other member events as required.
9. Performs inventory maintenance and ensures cycle count schedule is followed meticulously, in addition to Receiving, pricing and entering inventory.
10. Generates sales and inventory on a regular basis for the Golf Department and provides accurate and timely reports for Head Professional review
11. Designs, formats and instructs all Junior golf lessons
12. Functions as the Junior Golf Section Leader
13. Sanitizes and cleans the pro shop area
14. Provides specialized fitting of equipment
15. Performs other back shop duties as required
16. Organizes the parking of golf carts and maintains their cleanliness.
17. Assists in preparing golf shop and back shop for spring opening and fall closing.
18. Serves as a direct liaison with Finance Department
19. Ensures that all product costs are netted down to continue to maximize profit
20. Maintains and acquires full product knowledge of inventory in Pro shop.
21. Performs all other related duties as assigned.

QUALIFICATIONS:

Education:

- Completion of High School or GED equivalent
- Class 'A' professional preferred, or PGA member in good standing

Essential Skills and Experience:

- Previous work experience as back shop or pro shop managerial position
- Strong organizational and time management skills
- Intermediate/advanced understanding of golf and its rules
- For teaching, must complete required PGA of Canada or related instructional programs
- Excellent oral and written communication skills
- Proficient in computer applications
- Ability to multitask and work independently.
- Excellent customer service skills

Desirable Skills and Experience:

- Any custom club fitting, club repair, instructional seminars

Please send resume to chris.mckenzie@rrcwb.ca and provide your email address in the application.