

# CITY OF HELENA



**Position Title:** Assistant Golf Pro (Teaching Pro)

**Department:** Parks and Recreation      **Division:** Golf

**Grade:** 137

**FLSA:** Non-Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

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

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

This position supervises and manages the total golf operations in a professional and efficient manner in the absence of the Head Golf Professional. The incumbent controls and manages: the total operation of the practice facility; the handicap program; the club repair business; and golf play, ensuring guest check-in and fee collection in coordination with the starter. The position assists in: planning and budgeting for the golf operations; managing tournaments and outings; managing the Player Assistant Program; and purchasing, receipt, display, inventory, control, promotion, and sales of merchandise. The incumbent is also responsible for maintaining teaching aids and equipment inventory in excellent condition. This position is required to supervise, schedule and train golf shop personnel as directed by the Head Golf Professional.

The incumbent is responsible to complete the requirements of PGA membership and maintain an active classification with The PGA of America. The position creates a player development program to foster a competitive environment, and provide career guidance for aspiring youth. The incumbent will be informed on and promote all club activities and services.

The professional will provide excellent customer services, professional advice and assistance to all patrons and will conduct himself/herself in a professional manner maintaining a professional image at all times. The incumbent will promote the golf course through strong customer services that will make people feel welcome, reflecting favorably on the facility.

This position will promote a safe work environment by reporting occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor. The incumbent will participate fully in safety training and will suggest improvements in safety training requirements or programs to the supervisor or the safety committee. The professional will identify unsafe work conditions and unsafe practices and will correct hazards or report them to the supervisor or safety committee as appropriate.

## **Essential Knowledge, Skills and Abilities Related to this Position:**

### **Knowledge of:**

- Principles and practices of budget development, administration, analysis, and control.
- Principles and practices of fiscal, statistical, and administrative data collection and report preparation.

- Modern office procedures, methods, and equipment including computer equipment and applicable software programs.
- The many components of the game of golf and the ability to teach others.
- Principles and practices of golf tournament operations, modern teaching practices, and handicap administration.
- Communications, both oral and written.

**Skill or ability to:**

- Understand organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Establish and maintain an effective relationship with the general public.
- Develop a solid and varied golf program including, but not limited to, clinics, lessons, tournaments, and special events.
- Exercise the authority and discipline necessary to control play on the golf course.
- Generate and maintain a high level of respect from the golfing public.
- Understand good business practices and has a measurable proficiency in management. Merchandising capabilities must be of a high caliber.

**Physical Demands:**

The position requires the ability to work in a pro shop and golf course environment with ability to sit, stand, walk, crouch, stoop, squat, climb, see, hear, and lift 30 pounds; exposure to outdoors; ability to travel to different sites and locates.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a minimum of a High School diploma or equivalent along with a minimum of 2 years of pro shop and golf teaching experience. The position requires the individual to be registered and in good standing with the PGA of America. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver’s license within six months of hire.

**Supervision Received:**

Supervised by Head Golf Pro

**Supervision Exercised:**

Responsible for supervision of any employees hired to aid in the operation of the pro shop in the Head Professional’s absence. The position is responsible for supervision of Driving Range Staff.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

YES      or       NO

**Employee’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_