



Native Oaks Golf Club is excited to announce the exceptional career opportunity of First Assistant Golf Professional. Qualified candidates will thrive in a hospitality environment and be highly focused on providing superior service.

The First Assistant Golf Professional position is essential to ensuring the day-to-day golf operations runs smooth and providing exceptional customer service to Native Oaks Golf Club's guests. This role will work closely with the Head Golf Professional and General Manager to oversee various aspects of golf operations, including customer service, event coordination, supervision of staff and retail planning and management.

Pay rate range: \$20.00 - \$24.00 hourly / Depending on experience

Key Responsibilities as First Assistant Golf Professional:

- Provide a professional and an exceptional customer service presence on the course, practice facility, and in the golf shop.
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees.
- Responsible for the development, implementation and maintenance of customer service strategies to enhance the overall golf experience
- Assists Head Golf Professional with preparing work schedules, assigning associates areas of responsibility as schedules allow while monitoring labor hours to maximize productivity and minimize overtime.
- Assists in the management and coordination, marketing and execution of golf events, tournaments, and special promotions.
- Assists Head Golf Professional with providing golf instruction through lessons and clinics to juniors, beginners and experienced players.
- Supervise and maintain a well-stocked golf shop by assisting with the procurement and receiving of merchandise into inventory and ensuring accurate & timely inventory counts.
- Interprets and enforces the club's rules and regulations and ensures that the outside services staff is familiar with and enforces these rules.
- Incorporates safe work practices in job performance.
- Regular and reliable attendance.
- Performs other duties as required.



Minimum Requirements:

- 4+ years of experience in golf course management or a related industry.
- Current PGA member or have completed Level II of the PGM program.
- Available on weekends, holidays and on occasion extended hours.
- Knowledge of golf industry trends, the rules of golf and regulations.
- Proficient with POS, tee time systems, Golf Genius, and MS Office Suite.

Other Qualifications:

- Bachelor's degree in business administration, Hospitality, or a related field preferred.

Physical Demands:

- Regularly stands, walks, and sits. Occasionally climbs or balances; stoops, kneels, crawls or crouches. Frequently uses hands; reaches with hands and arms. Frequently talks or hears, tastes or smells. Occasionally lifts up to 50 pounds.

Benefits:

- We offer a competitive hourly rate, lesson opportunities, performance bonuses, health insurance, retirement plans, reimbursement of annual PGA dues.