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# Example of Assistant Golf Professional Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of assistant golf professional. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant golf professional

* Supervises preparation for all Monday golf events
* Assist with the administration of applicable staff via recordkeeping, work schedules, in accordance with facility human resource policies
* Ability to perform minimal repairs to golf cars preferred
* Must maintain a valid driver’s license in your state of residence and maintain a clean driving record
* Any and all duties as assigned by your Supervisor or member of management
* Assist in inventory of all merchandise conducted on the last day of the month, perpetual inventory to be conducted periodically
* Provide and maintain superior customer service in accordance with PHGC standards and practices
* Possess a complete knowledge of operational policies and procedures, including new programs and promotions
* Perform all duties necessary to facilitate the smooth operation of the golf operation, including supervision of personnel, scheduling of breaks, and relief of staff
* Perform opening and closing duties for the Golf Operation and complete the responsibilities connected with those duties

## Qualifications for assistant golf professional

* Must be able to work a minimum of 40 hours each week
* At minimum must be registered in the PGA Apprentice Program, prefer PGA Profession Certification completion
* Minimum Level 1 PGA Apprentice level
* Typically requires one year experience at a PGA facility and active PGA membership
* Must be registered with the PGA - required
* Candidate to have some level of understanding of ProfitLine and Tee time system