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# Example of Assistant Golf Professional Job Description

Our company is growing rapidly and is looking for an assistant golf professional. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant golf professional

* Perform periodic inspections of the Golf Clubhouse and surrounding areas to ensure that they are maintained according to PHGC standards
* Take effective action to correct deficiencies whenever appropriate
* Communicate regularly with on-course service staff to monitor pace of play and general guest satisfaction
* Complete guest problem reports and communicate all issues to the appropriate party immediately
* Advises the Director of Golf, General Manager, Head Golf Professional, and Superintendent of future events in order to facilitate proper coordination of special set-up requirements and staffing levels
* Outing Management and Sales
* Outside Service Supervision
* Responsible f
* Accurately operate point of sale system, verify the accuracy of prices of state and federal taxes and other charges on all sales tickets
* Run and refurbish the junior golf program using enthusiasm and creativity

## Qualifications for assistant golf professional

* PGA Member or Apprentice preferred
* Must have golf experience
* Golf lessons will be available to the selected candidate
* Experience in Private Club Operations preferred
* Creates dynamic relationships with the members and with the golf shop team
* Maintains a cool, calm and poised disposition in the Golf Shop at all times