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# Example of Assistant Golf Professional Job Description

Our company is looking for an assistant golf professional. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant golf professional

* Head of instruction of the golf course
* Daily opening and closing procedures
* Highly involved with customer satisfaction
* Leads the sales, promotion, coordination and implementation of all group golf events
* Produce daily reports related to rounds, sales, for management
* Works closely with Marshall and Starter to monitor all aspects of play including starting, monitoring pace of
* Mentor/supervise 2nd and 3rd Assistants within the department
* Mentor/supervise 3rd Assistants within the department
* Assist in the management of all aspects of daily golf operations, golf shop, merchandising, inventory control, tournament/event operations, junior golf, and teaching
* Motivated to provide first class customer service

## Qualifications for assistant golf professional

* Must be a Class A PGA Member
* Familiar with Jonas POS & ForeTees tee time and Golf Genius software is a plus
* PGA certified strongly preferred
* Must have completed level 2 PGA
* Minimum of 3 years as a Golf Professional
* Required to be a PGA Class A Member/ LPGA Member