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# Example of Assistant Golf Professional Job Description

Our company is searching for experienced candidates for the position of 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

* Lead the administration of junior golf program consisting of summer camp, seasonal clinics, and PGA Junior League
* Management of various Men’s, Women’s, Mixed, Junior Tournaments, and Outings
* Assist in merchandising, from purchasing and special orders to inventory control
* Provide exceptional customer service to all members and guests
* Play golf and build relationships with members and member group
* Be an active ambassador for Polo Golf & Country Club
* Assists the Head Professional in handling “Guest Service”
* Supervision of Starters and Player Assistants
* Insuring proper collection of fees, golf, accounting practices and daily record keeping
* Assists the Head Professional with interviewing, hiring, training, and scheduling staff

## Qualifications for assistant golf professional

* College degree (PGM) preferred
* Must have a valid driver's license and driving history to meet the standards of insurability
* PGA Level 1 having already passed the PAT
* Previous private club experience a benefit
* Familiar with tee sheet programs, and POS systems
* Proficient with all Microsoft programs