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# Example of Golf Instructor Job Description

Our innovative and growing company is looking to fill the role of golf instructor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for golf instructor

* Provides golf instruction to children ages 4-7 in private and group setting as needed
* Participate in administrative duties as directed and as needed to ensure smooth operation of the golf instruction program
* Walk the tee line to generate leads and bookings (when not engaged in golf instruction)
* Ensures the overall upkeep of the clubhouse, cart storage area
* Manage play and teaching lessons for junior golfers usually ages 5 to 17
* Set up any necessary junior tee markers or stations on the course – teaching facility
* Reporting any issues, problems or concerns to clubhouse supervisor/manager
* Assists the Director of Instruction in all aspects by performing instruction, marketing and customer service related duties
* Play lead role in day to day junior academy operations
* Process monthly payments

## Qualifications for golf instructor

* BM100 Elementary Accounting & BM203 Financial Management - A bachelors’ degree in accounting or a bachelor’s degree with 18 semester hours of accounting/financial management
* BM109 Microcomputer Applications & BM110 Computer Applications -A bachelor’s degree with two years documented work experience using word and excel AND Microsoft Office certification in MOUS 2016 word and excel
* BM120 Business Communication - A bachelor’s degree in business or business management or a bachelor’s degree and 2 years related work experience or evidence of specialized training or competency
* BM181 Fundamentals of Business Management, CS125 Business Writing, BM275 Workplace Ethics - A bachelor’s degree in business administration or a bachelor’s degree in management
* CS110 Attitude and Motivation Assessment -Bachelor’s degree with coursework in motivation, psychology
* CS230 and PE160 Sport Psychology - A bachelor’s degree in psychology with at least one course in sport psychology