



Assistant Golf Professional - Arrowhead Golf Club

Wheaton Park District

Contact Name:
Contact E-mail:
Contact Phone:
Closing Date:
Salary: \$50,000.00

Description:

Since Arrowhead Golf Club's historic opening in 1927, it continues to offer a superb golf experience to its guests. The course is comprised of three nine-hole courses where guests can experience the feel of a private club at one of the finest municipal courses in the state.

Arrowhead Golf Club was Audubon Certified in 2020.

GENERAL PURPOSE

This position will assist the Director of Golf Operations in all aspects of management and administration of golf programs.

REQUIRED EDUCATION, QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

Minimum of a high school diploma or GED with at least three (3) years of experience in the golf industry is required. Bachelor's degree preferred. Member or associate in the PGA of America preferred. Must have experience in Microsoft Office Suite, and the ability to learn new software. Must be able to lead, manage, and motivate assigned staff. Must have great problem solving, analytical, organizational, interpersonal, and written and verbal communication skills. Must be able to work independently with minimum supervision.

ESSENTIAL FUNCTIONS

1. Work weekly scheduled Pro Shop, Starter, Cart Attendant, or Ranger shifts as scheduled, these may include opening, closing, weekdays, weekends, and holidays.
2. Assist with managing leagues, outings, special events, and instructional clinics.
3. Assist with managing the Couple's Golf & Permanent Tee Time leagues.
4. Assist with the ordering of merchandise as well as monthly inventory checks, display upkeep, merchandise rotation practices, and assist customers with merchandise needs.
5. Assist the Professional staff with the development & implementation of the Adult & Junior golf programs.
6. Conduct group, private, & semi-private lessons during times when not working a scheduled shift.

7. Maintain a satisfactory playing ability.
8. Be always an ambassador for the game of golf and Arrowhead Golf Club while on property.
9. Assist with daily financial reports and banking.
10. Responsible for the supervision of part-time staff, the control of time and attendance.
11. Assist with managing the cross-country ski program including supervising and scheduling part-time staff, maintaining inventory, and working in the ski shop.
12. Maintain close contact and build relationships with guests to better understand their needs and suggest operational changes that will increase their enjoyment.
13. Resolve concerns, problems, and emergencies that arise with customers or employees in a timely & professional manner.
14. Assist in the formulation and evaluation of programs and marketing plans. Make suggestions about ways to alter them to make better use of resources and improve effectiveness.
15. Gather data and prepare reports as directed by your supervisor.
16. Contribute to a feedback rich environment.
17. Hire, train, manage, lead, coach, direct, schedule, discipline, motivate, evaluate, provide quarterly feedback and recommend merit increases for assigned staff ensuring an effective and efficient department and successful District run in accordance with Department of Labor laws and District policies and procedures.
18. Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.
19. Follow the Wheaton Park District and Arrowhead policies, procedures, and guidelines.
20. Proactively support the V.A.L.U.E.S. (integrity, fun, commitment, adaptability and growth, kindness, and service) on a daily basis.
21. Maintain good safety awareness and follow all safety guidelines and procedures.

REQUIRED CERTIFICATIONS, LICENSES, ETC.

Must have and maintain: a valid driver's license with acceptable driving record; and CPR/AED certified or obtain within one (1) year of employment. Work toward PGA certification if not already a member.

PHYSICAL DEMANDS

This position will work long hours and must be able to continuously move around the Proshop and golf course and bend, stoop, twist, kneel, crouch, or squat and move items such as boxes of merchandise, crates of golf balls, etc. weighing up to 25 lbs. Must be able to drive a golf cart safely. This position will have frequent repetitive hand/arm movements such as when working with equipment or computers. Must be able to bend, twist, and swing a golf club when giving instructions.

ENVIRONMENTAL DEMANDS

This position will frequently be exposed to all weather conditions including insects and bugs, pesticides and chemicals, poisonous plants, office noise, and occasionally extreme noise levels from maintenance equipment.

BENEFITS

Arrowhead is owned and operated by the Wheaton Park District. Park districts are all about leisure, recreation, and conservation. If this interests you, we offer the following:

- Health (HMO or PPO), with very low employee contribution for employee, spouse, and dependents.
- 100% employer paid dental insurance for employee, spouse, and dependents.
- 100% employer paid vision insurance for the employee.

- 100% employer paid life insurance at 1.5 times your annual salary.
- Health insurance incentive up to \$4,500 per year.
- FSA and Dependent Care pre-tax via payroll deduction.
- Pension Plan through the Illinois Municipal Retirement Fund, including employer contributions.
- Paid time off including 12 sick days per year, 12 vacation days, 2 personal days (pro-rated first year), 12 ½ holidays.
- Free use of fitness center, two pools, golf, and entrance to Cosley Zoo to employees and family members eligible for insurance coverage.
- Tuition Reimbursement, discounts on merchandise, professional memberships, and other voluntary benefits.

SALARY

\$50,000.00

To apply for this position go to: <https://wheatonparkdistrict.clearcompany.com/careers/jobs/9939e48e-27d5-1cce-037c-d8df4507c5ca/apply?source=2934164-CS-26822>

The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V