



Second Assistant Golf Professional

Naperville Park District

Contact Name: Lisette Zuniga

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Contact Phone: 630-864-3963

Closing Date:

Salary: \$21.00/hr - \$23.50/hr

Description:

Overview:

Under the general supervision of the Head Golf Professional, the Second Assistant Golf Professional is responsible for assisting in the organization and supervision of clubhouse operations and programs.

Essential Duties and Responsibilities:

1. Monitor safety of golf patrons.
2. Establish, support, and maintain collaborative efforts with internal and external customers and organizations to build positive rapport between the District and the community.
3. Participate in budget planning by tracking and monitoring financial activities.
4. Optimize traditional and alternative revenue sources available for programming objectives.
5. Prepare records regarding golf course programs, equipment, facilities, participation, and operational records detailing attendance, waitlists, demographics, specific trends and other metrics.
6. Provide expert advice regarding golf equipment, products, and lessons.
7. Teach private lessons, adult and junior clinics and academies, and supervise junior leagues.
8. Manage work of others, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, disciplining, training, and developing, reviewing performance, and administering performance improvement plans for staff.
9. Develop, plan, and organize golf programming subject to the needs and interests of the community, and in support of the District's mission, vision, and core values.
10. Demonstrate and support District customer service standards.

Other Duties and Responsibilities:

- During high volume work periods or outside of functional area schedules, fill in as a Player Assistant, Cart & Range Attendant, or Food Service Sales Associate.
- Provide support to the Food & Beverage Manager for food and beverage related items in the day-to-day operations and for group rentals/tournaments as needed.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the principles, theory, and philosophy of the golf services profession.
- Knowledge of the development and operations of golf course facilities.
- Ability to display professionalism with patrons.
- Ability to address complaints and resolve concerns.
- Working knowledge of basic computer software.
- Excellent cash handling skills.

Education and Experience:

- Associate's degree in Business, Recreation and Park Administration, Golf Course Management or related field.
- Minimum one (1) year of experience in golf instruction, operation, and tournaments, or an equivalent combination of education and experience.
- Valid driver's license.
- Member or Apprentice in good standing with PGA.
- Possession of, or the ability to obtain, Basset and Food Handler certification within three (3) months of hire.
- Possession of, or ability to obtain, First Aid, CPR, and AED certification within two (2) months of hire.

Special Considerations:

- Must be at least 18 years old.
- Subject to both office and outside environmental conditions.
- Subject to modified/flexible work schedules during high volume work periods.
- Ability to lift, carry, and/or move objects weighing 20 lbs on a weekly basis. Lifting assistance is required when lifting > 20 lbs.
- Ability to travel to and work at all Naperville Park District facilities.
- Regular onsite attendance is an essential function of this position.

Benefits

<https://npd.sharefile.com/public/share/web-s751fcade1b1746168ccfaafaf8bf98bd>

To be considered for this position, interested individuals must complete the online application accessible at www.napervilleparks.org/employment. Materials submitted through mail, email, or fax will not be considered.