



Assistant Golf Professional - Oak Brook Golf Club

Village of Oak Brook

Contact Name: Rob Michalak

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Closing Date: 2026-10-31

Salary: \$61,562.88 - \$83,489.39

Description:

The purpose of this position is to assist the Head Golf Professional in managing the daily operations of the Oak Brook Golf Club, including the golf course, driving range, pro shop, golf programs, and related activities. This position is responsible for assisting with employee scheduling, recruitment, hiring, training, supervision, inventory management, golf course operations, website updates, and coordination of golf instruction programs and contracted instructors.

The Assistant Golf Professional is expected to maintain a professional and positive image of the Oak Brook Golf Club while providing exceptional customer service to members and guests. This position works closely with the Head Golf Professional to ensure efficient daily operations, maximize revenue opportunities, and maintain high standards of service throughout the facility.

Please send resume and cover letter to Rob Michalak at RMichalak@oak-brook.org

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:

Assist the Head Golf Professional in overseeing the daily operations of the Oak Brook Golf Club, including the golf course, driving range, pro shop, golf cart operations, and other golf-related activities.

Assist with the recruitment, interviewing, hiring recommendations, onboarding, training, supervision, and performance evaluation of seasonal golf staff.

Develop, coordinate, and maintain employee work schedules to ensure adequate staffing levels for daily golf operations, tournaments, outings, and special events while remaining within established labor budgets.

Provide daily supervision, guidance, and direction to seasonal golf staff, including pro shop attendants, golf cart attendants, starters, and rangers, to ensure operational efficiency and exceptional customer service.

Assist with developing and implementing employee training programs, operational procedures, and customer service standards to maintain a professional and well-trained workforce.

Manage and maintain pro shop merchandise inventory, including ordering, receiving, stocking, pricing, merchandising, and conducting regular inventory counts. Assist with monitoring merchandise sales and identifying opportunities to increase revenue.

Assist with managing golf course operations, including tee time reservations, starter and ranger assignments, pace of play, golf cart management, and the overall flow of golfers throughout the facility.

Monitor daily golf course activity and coordinate with golf staff to ensure proper enforcement of golf course policies, procedures, and rules.

Assist with the management and operation of the driving range, including range ball inventory, equipment, technology, customer service, and overall facility presentation.

Maintain and regularly update the Oak Brook Golf Club website with current information, including golf rates, hours of operation, tournaments, special events, golf programs, promotions, and other important announcements.

Assist with coordinating marketing efforts, promotional materials, email communications, and other initiatives to increase participation, customer engagement, and golf club revenue.

Assist the Head Golf Professional in managing golf instruction programs, including individual lessons, group clinics, junior golf programs, and other instructional opportunities.

Serve as a point of contact for contracted golf instructors and teaching academies to assist with lesson scheduling, facility usage, program coordination, communication, and compliance with established agreements and Village policies.

Monitor golf instruction schedules and facility usage to ensure programs operate efficiently and do not interfere with daily golf operations.

Assist with tracking golf instruction, participation, program revenue, and required financial reporting to ensure accurate recordkeeping and proper collection of Village revenues.

Assist with planning, organizing, promoting, and conducting golf tournaments, leagues, outings, member events, and other special golf activities.

Provide professional and courteous assistance to members and guests, address customer concerns,

and resolve operational issues in a timely manner.

Assist with monitoring daily financial transactions, point-of-sale operations, cash handling procedures, and accurate collection of golf fees, merchandise sales, and other golf-related revenues.

Ensure that all golf-related transactions and instructional programs are properly recorded and processed through Village-approved systems and procedures.

Maintain a close working relationship with the Golf Course Superintendent and grounds maintenance staff regarding course conditions, daily playability, tournament preparation, and operational needs.

Assist with monitoring golf equipment, golf carts, facility supplies, and other operational assets to ensure proper maintenance, organization, and accountability.

Assist the Head Golf Professional with developing operational improvements, evaluating golf industry trends, and identifying opportunities to enhance the member and guest experience.

Enforce Village policies, golf club rules, safety procedures, and established operational standards.

Maintain positive working relationships with Village staff, golf club members, guests, contractors, vendors, and the general public.

Assume responsibility for daily golf operations in the absence of the Head Golf Professional, as assigned.

Perform other duties as required or assigned.

Supervision Exercised:

Works under the general supervision of the Head Golf Professional, with overall departmental oversight provided by the Sports Core Director.

Minimum Education, Training, and Experience Required to Perform Essential Job Functions

- Bachelor's degree from a four-year college or a minimum of five years related experience managing a golf course
- Preferred, maintain PGA of America membership in good standing in an active classification
- Fundamental knowledge of the game of golf, rules of golf, golf facility operations and tournament operations
- Proficiency in managing golf inventory and executing merchandise resale is essential.
- Ability to communicate effectively orally and in writing.

- Possess strong customer service-based skills.
- Ability to make sound decisions and work independently.
- Experience with GolfNow POS System preferred but not required.

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