Golf Shop Assistant

Village of Glencoe

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Closing Date:
Salary: $18 - $20 hour

Description:

Golf Shop Assistant

Looking for a part-time job where you can blend your love of golf and customer support? **Glencoe Golf Club** is looking for a Golf Shop Assistant to join our team! Whether you love golf or simply enjoy working with people, you'll play a key role in creating a fun, welcoming experience for our guests. Enjoy employee discounts, and hands-on experience in golf operations!

Golf Shop Assistant
FLSA Status: Non-Exempt (Eligible for Overtime)
Starting Pay Range: $18.00–$20.00 per hour
Schedule: Part-Time, 15–19 hours per week, primarily 4:00–9:00 PM. Flexible scheduling available, with additional morning, evening, weekend, and holiday shifts as needed.
Benefits: Part-Time Non-Union

About the Role

The Golf Shop Assistant supports daily golf shop and simulator operations at Glencoe Golf Club. Responsibilities include coordinating simulator reservations, equipment setup and maintenance, processing transactions, maintaining merchandise and facilities, and promoting Club programs and events. This position works closely with golf shop staff and management to ensure efficient operations, guest safety, and high standards of customer service.

Responsibilities at a Glance

- Welcome guests and provide friendly customer service.
- Manage golf simulator reservations, assist guests with equipment and game modes, and perform basic troubleshooting.
- Process purchases, rentals, memberships, and other transactions.

- Keep the golf shop and simulator areas clean, safe, and organized.
- Promote golf leagues, lessons, and Club events.
- Assist with daily opening and closing procedures.

Learn more about the role, including the required knowledge, skills, and abilities here!

Applications are accepted on a rolling basis until the position is filled. If you’re driven to serve, passionate about customer service, and committed to a culture of excellence, we encourage you to apply!

The Village of Glencoe is an Equal Opportunity Employer. Persons requiring reasonable accommodations under the Americans with Disabilities Act are asked to contact the Administration and Finance Department at (847) 835-4111. Applications are accepted on a rolling basis until the position is filled.