



## **Assistant Golf Professional**

### **Naperville Park District**

**Contact Name:**  
**Contact E-mail:**  
**Contact Phone:**  
**Closing Date:**  
**Salary:** \$15.00 - \$17.00/hr

#### **Description:**

To apply, go to <https://www.napervilleparks.org/employment> to access the posting and the online application. Materials received through mail, email or fax will not be considered.

The Assistant Golf Professional position is responsible for the day-to-day operations at the Naperbrook Golf Course, which include the planning, directing and overseeing the guest services, personnel training and management, tournament and outing coordination, retail merchandising and golf instruction programs. This position is under the direction of the Head Golf Professional.

#### **Primary Responsibilities:**

**Season Reserved Tee Time Program:** Administers foursome weekend morning permanent tee time program. Communicates tee time availability, payment, weather delays and play restrictions, tee games and weekly results. Required to be present during tee times to ensure program's success.

**Retail Merchandising:** Orders, prices, presents and promotes golf shop merchandise. Provides product knowledge and training to golf shop sales associates to enhance customer relations, as well as achieve profit margin department goals.

**Instruction Programs:** Administers and instructs programs for adults and juniors. Assumes the lead role in presentation of instruction for weekend adult beginner, women only, playing lesson with the pros and Golf 101 programs. Serves as PGA Junior League team captain and conducts weekly team practice and Saturday afternoon matches.

#### **Essential Duties & Responsibilities:**

Monitor safety of golf patrons.

Establish, support and maintain collaborative efforts with internal and external customers and organizations.

Participate in budget planning by tracking and monitoring financial activities.

Optimize traditional and alternative revenue sources available for programming objectives.

Maintain golf shop inventory and driving range.

Coordinate food & beverage operation and golf course facility rentals.

Instruct golfers of different abilities.

Prepare records regarding golf course programs, equipment, facilities, participation and operational

records detailing attendance, waitlists, demographics, specific trends and other metrics.  
Assist in the establishment of a golf marketing plan for the park district's program guides and assist in the design and development of flyers, posters, and brochures.  
Assist in developing a diversity of golf programs.  
Assist in managing the season reserved tee time program.  
Demonstrate and support park district customer service standards.  
Follow district and departmental safety, personnel, and administrative policies, procedures and ordinances.

**Other Duties and Responsibilities:**

Speak to and participate in local groups and organizations to build positive rapport between the district and the community.  
Perform job responsibilities of the player assistant/Monitors pace of play.  
Perform job responsibilities of the cart/range attendant.  
Perform job responsibilities of the food service cashier.

**Knowledge, Skills, and Abilities:**

Demonstrate excellent communication skills (i.e., professional ability to attend to customer needs).  
Ability to address complaints and resolve concerns as needed.  
Excellent computer skills in common software.  
Knowledge of the principles, theory and philosophy of the golf services profession.  
Knowledge of the development and operations of golf course/facilities.  
Knowledge of the food and hospitality business.  
Excellent cash handling skills.  
CPR and AED certification required.

**Education and Experience:**

Associate's degree in Business, Recreation and Park Administration, Golf Course Management or related field.  
Minimum three (3) years of experience in golf instruction, operation and tournaments.  
Valid driver's license.  
Member or Apprentice in good standing with PGA.  
Possession of, or ability to obtain, BASSETT certification within three (3) months of date of hire.

**Special Considerations:**

Subject to modified/flexible work schedule during high volume work periods.  
Subject to both inside and outside environmental conditions  
Occasional exposure to pesticides and exhaust fumes.  
Ability to lift light to medium weight (20-50 lbs.) objects.