



Position: Assistant Golf Professional

Location: Steamboat Springs, C.O.

Job Category: Golf Operations

Description: Rollingstone Ranch Golf Club is excited to announce openings for Assistant Golf Professional. The position is responsible for assisting the Director of Golf and First Assistant in overall golf operations. This is a seasonal position with approximate dates of May 15th - November 15th (depending on weather and other circumstances)

Qualifications, Experience and Skill Requirements:

- Class A PGA Member, PGM graduate or a member of the PGA Associate program.
- Must have strong communication and interpersonal skills.
- Must have basic computer skills.
- Must be dependable and have a strong work ethic.
- Always maintain a professional image.
- College degree preferred but not required.
- Self-starter

Position Responsibilities:

- Assist the Director of Golf in overseeing the management and performance of all golf shop and applicable department operations and services; assure high standards and total customer satisfaction.
- Assist with management of Outside Operations Staff to ensure the highest quality of customer service is achieved.
- Assist with the administration of applicable staff via recordkeeping, work schedules, etc. in accordance with facility human resource policies and state and federal labor laws.
- Facilitate a professionally manage tournament operation. Coordinate tournament operations and weekly events for men's and women's programs including planning, pre-tournament operations, promotion, course set-up, preparation, scoring, prize distribution, and follow up.
- Assist with fee collection and managing play; directing the flow of traffic on the course, enforcing facility rules, assisting customers with course etiquette, alerting management to any golf course problems, promoting the facility and its events and assisting players with any on-course problems.
- Oversee and enforce golf shop operations policies, procedures, controls, and fee structures to ensure the safekeeping of assets, inventory and resources.

- Assist in the inventory control of hard goods, soft goods, and special orders including: ordering procedures, receiving procedures, inputting into point of sale, pricing procedures, display, and sales
- Trains, motivates and develops Golf Shop staff to ensure effective sales and service performance and techniques and product knowledge.
- Assist with all opening and closing procedures.
- Conduct individual lessons and group clinics, as applicable.
- Play golf with a variety of Members in competitive and non-competitive situations.
- Conduct oneself in a professional manner and maintain a professional image at all times

The expected pay range is \$20.00 – 22.00/hr. DOE.