

**WORTHINGTON COUNTRY CLUB
JOB DESCRIPTION**

JOB TITLE	Pro Shop Assistant
DEPARTMENT	Golf Operations
REPORTS TO	Head Golf Professional; First Assistant Golf Professional
SUPERVISES	None
FLSA CLASSIFICATION	Non-exempt
POSITION TYPE	Full-time or part-time year-round or seasonal

GENERAL OVERVIEW
Responsible for assisting in the operations of the Club's golf operations while providing high quality service to members

- RESPONSIBILITIES**
- Operates computer systems
 - Handles incoming telephone calls
 - Operates tee time and handicap systems
 - Assists members in the use of tee time and handicap systems
 - Handles Pro Shop retail purchases
 - Coordinates communication with starters/rangers/bag room

- WORK EXPERIENCE/QUALIFICATIONS**
- Knowledge of computer tee time and handicap systems
 - Strong communication and interpersonal skills
 - Demonstrated member relations skills
 - Ability to handle high call volumes
 - Ability to multi-task
 - Ability to read, speak and write English

EDUCATION/CERTIFICATION REQUIREMENTS
High School Diploma
Enrolled in the PGA Golf Professional/Management Program

PHYSICAL DEMANDS
Must be able to stand for long periods of time. Needs to walk, talk, listen and see. Regularly uses hands, fingers, reaches with arms and hands. Occasionally sits, stoops, kneels and crouches. Regularly lifts 10 to 25 pounds.

This job description is not meant to be all inclusive. Employees may perform other related duties to meet on-going needs of the organization.

Receipt / Acknowledgement

I have received a copy of my job description and have read or had it read to me. If I have any questions regarding this job description, I understand that it is my responsibility to ask my immediate supervisor or other member of management about them.

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Date

Employee Signature

Employee Name Printed

To Supervisor: Following the employee's signature, place a copy in the employee's personnel file.