

CITY OF HELENA



Position Title: Golf Teaching Assistant

Department: Parks Recreation

Division: Golf

Grade: 120

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

Under the direction of the Head Golf Professional, the Golf Teaching Assistant will assist with the management of daily operations including tracking play, protecting and controlling assets, assisting with all merchandising functions, assist with tournament operations, teaching individual and group lessons, and providing other professional services to ensure an exceptional golf experience. This position is a ¾ time position.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

The position must have completed the requirements of PGA membership or be a registered apprentice in good standing with the PGA of America; and maintain an active classification with the PGA of America. The incumbent will provide golf instruction and clinics that are consistent with instructional methods, policies and procedures. The position will also be proficient with running and training customers on the course's Golf Simulator. They will be expected to work a variable work schedule that includes weekends, holidays and evenings.

The incumbent will contribute to the overall operation of the golf course by providing excellent customer services, professional advice and assistance to all patrons; conducting themselves in a professional manner and maintain a professional image at all times.

The position will assist in all areas of golf course as needed including golf concessions; driving range; golf maintenance; managing tournaments and outings; and managing the Player Assistant Program. The position will create a player development program to foster a competitive environment, and provide career guidance for aspiring youth.

The incumbent will maintain teaching aids and equipment inventory in excellent condition. The position will be required to be proficient in club fitting. The incumbent assist in promoting and selling on-course advertising and other sponsorships.

The position will control and manage play; ensure guest check-in and fee collection in coordination with the starter; and assist in the purchasing, receipt, display, inventory, control, promotion, and sales of merchandise. The incumbent will be informed on and promote all club activities and services.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Principles and practices of tournament operations, modern teaching practices, and handicap administration.
- Modern office procedures, methods, and equipment including computer equipment and applicable

software programs.

Skill or ability to:

- Effectively communicate both orally and in writing.
- Establish and maintain an effective relationship with the general public.
- Effectively instruct individuals and groups on PGA-approved golf methods.
- Assist in a sound and dynamic golf program including, but not limited to, clinics, lessons, tournaments, and special events.
- Exercise the authority and discipline necessary to control play on the golf course.
- Generate and maintain a high level of respect from the golfing public.
- Understands organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Understand good business practices and has a measurable proficiency in management. Merchandising capabilities must be of a high caliber.

Physical Demands:

The incumbent must possess the ability to work in a pro shop and golf course environment with ability to sit, stand, walk, crouch, stoop, squat, climb, see, hear, and lift 30 pounds; exposure to outdoors; ability to travel to different sites and locates.

Minimum Qualifications (Education, Experience and Training):

This position requires a High School diploma or equivalent and individual must be a current PGA member or a registered apprentice in good standing with the PGA of America.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Supervised by the Head Golf Pro

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.