



Assistant Golf Professional Job Description

Prepared Especially For:



The Foundry Golf Club

Assistant Professional Job Description

Title: Assistant Golf Professional

Reports to: Head Golf Professional

The goal of the golf operation is to achieve success. This can only be attained when we are working together as a team. For a team to be successful each member should know what is expected from them on a yearly and daily basis. The following is designed to assist you as a staff member with an overall understanding of the goals and requirements of your position.

As a valued member of the Professional Staff, it is important to provide you with a detailed understanding of your specific responsibilities, as well as, the criteria for how you will be evaluated at the end of the golf season. Of course, if you have any questions, please do not hesitate to ask.

Purpose of the Golf Operation

Contribute to the attainment of the member's overall enjoyment of the club and the game of golf by making readily available:

- ❖ Professional guidance for the membership and staff.
- ❖ Comprehensive instructional programs and teaching skills.
- ❖ The desired administrative and support facilities.
- ❖ A complete golf shop that carries merchandise to meet the needs and expectations of the membership.
- ❖ Recruit and retain a professional staff that successfully services the entire needs of the membership.
- ❖ Continue to educate and improve yourself as a member of the team.

Overall Criteria:

As a member and leader of the Professional Staff, each and every day you will be evaluated on the following criteria:

- Appearance
- Attitude
- Service Level
- Knowledge
- Professionalism
- Accommodations of Members and Guests

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General Criteria:

This can be specifically broken down into the following areas, which will provide the basis for your formal evaluation at the conclusion of the golf season.

- Engage the members and their guests when they are on property.
- Greet members and their guests in appropriate and prompt manner at all times.
- Quality of work product.
- Manner work is performed.
- Observance of the policies and procedures of the golf operation.
- Accuracy of work and demonstrates ability to follow through on assigned tasks.
- Effectively and promptly responds to members and their guests concerns and/or problems.
- Maintains files, follows-up on delegated tasks, and manages time well.
- Consistent and fair in managing others.
- Encourages other staff member's involvement in making decisions.
- Has the ability to anticipate problems and addresses them in a prompt and appropriate manner.
- Demonstrates the ability to work independently.
- Encourages fellow employees to take risks.
- Tolerant when a fellow employee makes a mistake.
- Receptive to feedback from others.
- Maintains a balance between the overall objectives of the golf operation and its needs on a day-to-day basis.
- Takes initiative to make suggestions and decisions to improve the overall service of the golf operation.
- Goes beyond expectations to help a fellow employee.
- Communicates effectively with members, guests, and fellow employees.
- Has the ability to handle criticism objectively.
- Maintains composure and objectivity when confronted with problems.
- Is sensitive to the needs and expectations of fellow employees.

Specific Responsibilities:

As the Assistant Golf Professional, you will be asked to complete numerous tasks for the golf department at The Foundry Golf Club. Below are the general duties Assistant Golf Professionals will be responsible for successfully carrying out. A list of more specific tasks by individual can be found after this document.

- Primary focus of this position is to provide the membership with a personal and unmatched level of customer service that ensures an exceptional experience for both members and their guests.
- Oversee the entire golf operation in the absence of the Head Professional.
- Work closely with the fellow Assistant Professional to ensure all departmental goals achieved and all tasks listed below are completed.
- Spread hospitality, good will among all members and guests.
- Hire, train, and be direct supervisor of outside operations staff.

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- Assist with the management of outside operations staff.
- Ensure that all golf carts are maintained correctly and supplies are in stock.
- Hire, train, and be direct supervisor of caddies.
- Help with daily caddie assignments.
- Assist in making sure the golf shop is maintained in a neat and clean manner on a daily basis.
- Manage all balls, gloves, clubs and miscellaneous accessories to include all aspects of purchasing, designs and inventory.
- Assist the Head Professional with the processing of inventory to include receiving and displaying of golf merchandise.
- Aid in the process of properly coding invoices.
- Assist with end of month inventory count.
- Conduct member golf events and outings.
- Assist with club tournaments and outings including preparing the course, tee gifts, registration, caddie assignments and scoring.
- Perform tournament closing duties to include proper billing, credit book entry and posting of results.
- Develop and learn skills needed to teach golf lessons.
- Responsible for assisting with all club re-pair and re-gripping.
- Ensure the daily, weekly and monthly procedures are being followed.
- Manage the daily tee sheets and advance booking times.
- Open/Close the Pro Shop according to operational procedures.
- Possess a thorough understanding of overall golf operation.
- Perform any and all duties requested by Board, General Manager and Head Professional.
- Work in different areas of the club to learn and experience all facets of the operation and club.
- Represent The Foundry Golf Club in a professional manner at MAPGA Section meetings and events.
- Play golf with the members at least once per month.
- Continue to work on your golf game.
- Other duties as assigned.

**** Please see Detailed Job Responsibilities for your specific role in 2025 on the following page ****

Signature: _____
Mike Morrone, PGA
Head Professional

Signature: _____
Assistant Professional