

**Nemacolin Country Club**  
**Assistant Golf Professional**  
**Application and Description**



**Mission Statement:** The mission of the Nemacolin Country Club is to provide an excellent golf experience while at the same time promoting fellowship and camaraderie among its membership.

This mission will be accomplished by

- (1) presenting our golf course to a consistently high standard and maintaining its natural characteristics,
- (2) retaining our identity as a true golf club, welcoming those who share our core values of a challenging course with playing conditions that are not congested and having facilities that meet the needs of the membership,
- (3) making our club enjoyable, accessible and affordable for our members, their families and guests.

Nemacolin Country Club will consistently promote the game of golf to all our members and their guests.

## **Job Description and Responsibilities**

### **Overview:**

The Assistant Professional position consist of a Tuesday through Sunday work week from March 15 - November 15, in which Monday's are closed, unless a Holiday or outside party is scheduled.

Golf is seasonal in Beallsville, PA, staff enjoys December through March 15 as paid unemployment after first full year of employment, after a call back date has been assigned for the next season.

Nemacolin Country Club holds tradition, integrity, honor, and sportsmanship as core values for maintaining the livelihood of our mission statement.

### **Job Details:**

Job Type: Part-time (December-February off season)

Salary: \$20,000.00 - \$25,000.00 per year plus incentives (Extra incentives during weekend sweepstakes, outside events, and holiday parties to increase cash flow)

### **Required work experience:**

Must have worked at a golf facility for 1 or more years.

Must have great interpersonal skills, ability to multitask, and have ambition for the game of golf.

Must be able to work a minimum of 50 hours each week

At minimum must be registered in the PGA Apprentice Program of the PGA of America

### **Education:**

Must have a High School Diploma or GED.

Must have reliable transportation to and from work.

## Responsibilities include:

- Assist Golf Professional with all daily golf operations
- Manage #1 Tee as the Starter, Greeter, and problem solver
- Monitor and manage course scheduling as well as managing USGA handicap system for members.
- Maintain the Club Car Visage system to oversee the car usage, assign cars, and properly arrange systems to keep the course conditions to the highest standard.
- Manage every aspect of running a championship rate golf course, club events, programs, and golf shop merchandising.
- Manage golf shop operations including employee scheduling, vendor relations, and inventory management.
- Provide beginner to advance level instruction on golf swing, course management, and fitness to all varieties of players.
- Oversee all junior & elementary golf camp clinics for children and young adults.
- Develop and innovate POS systems to perform operations safeguarding cash and inventories.
- Improve services by upgrading tee time and point of sale (POS) systems.
- Certify with the GHIN handicap system and actively assist members and guest to utilize the program fully.
- Educate golfers with clinic series, lessons, golfing time management classes and conduct several USGA rules and handicapping seminars.
- Assist Caddy Master and caddy shack employees when needed with cart clean up or event set up
- Help with merchandising, pricing, inventory, and propose ideas for future purchase within the golf shop.
- Manage a 6-week Junior Golf Clinic as the lead instructor, prepare a lesson plan, and perform PGA training for the youth clinic.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_