



## Position: Golf Shop Assistant

Job Description: The primary function of the Golf Shop Assistant is providing first-contact customer interaction including booking tee times, checking in golfers, selling merchandise, and cleaning and stocking the Golf Shop. The Golf Shop Assistant will also be assigned specific, often varying tasks on a day-to-day basis by the General Manager and Pro Shop Manager. It is critical that any Golf Shop Assistant be able to adapt to meet changing demands and requirements while in the workplace.

Reports To: General Manager / Pro Shop Manager

### Job Requirements:

- Excellent Interpersonal and Communication Skills.
- Ability to perform critical job tasks, and limit mistakes, under pressure
- Ability and willingness to present a professional appearance and demeanor at all times.
- Familiarity with basic computer functions (e.g. operating internet browsers, searching for web pages, Microsoft Office products, good typing ability, etc.).
- Flexible availability, particularly on weekends (both AM and PM).
- Basic golf industry familiarity (general trends in apparel, equipment, golf balls, etc.).
- High School Graduate or GED

### Preferred Skills/Experience:

- At least 1 year of customer service experience
- Prior sales experience
- Social Media (Facebook, Twitter, Instagram)
- Above-average Golf playing ability (Average 18-hole score below 100)

### Compensation:

- Starting wage of \$9/hour
- Playing and practice privileges for self and immediate family
- Facility-hosted golf tournament fee discounts
- Limited reciprocal golf privileges with all courses within STARR Golf Management
- Staff uniform
- 25-40% Discount on all Golf Shop merchandise and special orders.
- Meals while on duty