



**The Lakes Golf Club**

**503 Canopy Lane**

**Lady Lake FL 32159**

**352-750-4474**

**Position Description:** As a member of the Golf Management Team the Assistant Golf Professional assist the Head Golf Professional in all aspects of the golf operation, tee times, course play, tournaments and outings, lessons, merchandising, training, etc. Able to provide highly efficient and superior customer service, maintain and provide daily records to assist head golf professional with reports and supervising the Sales Associates and Volunteer Staff.

**Supervised By:** Head Golf Professional

**Job Specific Responsibilities - (include but are not limited to):**

- Assists Head Pro with hiring, training and supervising Sales Associate and Volunteer Staff.
- Assumes Head Golf Professional's duties in Head Professional's absence.
- Operates golf shop in absence of Sales Associate.
- Manages the daily opening and closing of golf operations as needed.
- Performs starter or marshal duties regularly.
- Performs other appropriate tasks assigned by the Head Golf Professional
- Manages USGA handicap system.
- Manage all social media
- Assists customers by providing and interpreting golf policies, rules and regulations.
- Provides golf instruction, assist in development of The Lakes Golf Academy.
- Develop and implement clinics and camps.
- Coordinates junior golf activities.
- Effectively manages and promote numerous types of tournaments from start to finish, including participation in meetings.

**Compensation:**

To be determined