



# MONROE GOLF CLUB

## PITTSFORD, NEW YORK



### Associate Golf Professional

#### Position Description

The Associate Golf Professional will serve as the one of the main points of contact within our golf shop for our members during the day as they look to begin their round of golf. The successful candidate will have a highly visible presence while going above and beyond to provide a first-class experience for our members and guests. The Associate Golf Professional will work closely with the Golf Professional Staff and other departments to ensure full member satisfaction from start to finish.

#### Key Areas of Responsibility

- Engage with members and guests within the Golf Shop
- Support the Head Professional and Golf Shop Merchandiser with receiving, entering, and monitoring inventory
- Assist with daily phone calls from members requesting tee times, tournament registrations, or any other needs
- Aid professional staff in tournament needs when necessary
- Charge all daily play fees (guest fees, cart fees, range fees, etc.)
- Responsible for the cleanliness of the golf shop and will be responsible for maintaining merchandise displays
- Organize and orchestrate all member special orders including corporate sales
- Supplement Golf Services Staff when needed

**Seasonal Position:** April 15 - October 15

If the candidate is successful, we will work together to place this person in a warmer climate during the winter months.

**Compensation:** Hourly Rate of \$12 per hour

- Meals during shift
- Playing & Practice Privileges
- Uniform
- Negotiable sales bonus structure depending on candidate