Oki Golf Job Description – Assistant Golf Pro

ABOUT OKI GOLF:

At Oki Golf, Our business is hospitality! We are committed to a culture that encourages growth and development, recognizes team member's hard work and commitment to service, and rewards team members for process improvement ideas and going above and beyond. If you truly have a passion to serve others and are committed to working hard, this is the place for you.

POSITION SUMMARY:

The Assistant Golf Professional will be responsible for assisting in the management of the golf operation relating to delivering an exceptional golf experience including managing the golf shop, promoting the game and Oki Golf, teaching lessons assisting with events, and providing any other additional services to ensure an exceptional golf experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Provide professional advice pertaining to the game and equipment and assistance to all guests and members.
* Control and manage daily tee sheets and play; ensure efficient and correct guest check in and fee collection.
* Provide instruction to guests and members including individual lessons, clinics, and junior camps.
* Assist in managing and executing internal and external golf events to ensure events run efficiently and professionally.
* Use all golf shop related systems efficiently, including EZ Links, Jonas, Eclipse and ValueTec.
* Assist in management of golf cart fleet to include maintenance and ensure golf carts are up to Oki standards for clean and safety as directed by the Head Professional.
* Implement & adhere to Oki Golf universal standards on a daily basis.
* Understand Oki Golf’s definition of guest service and embody the service philosophy.
* Directly supervise staff by carrying out the responsibilities in accordance with Oki Golf policies and procedures. This will include planning, assigning and at times performing activities of team members supervised.
* Assist in staffing the golf operation including recruiting, hiring and training of Golf Shop, Player Assistant and Guest Service staff.
* Encourage, mentor, coach, train and develop team members to ensure their maximum value to Oki Golf so that the guest experience is realized.
* Hold all team members accountable for their areas of responsibility.
* Lead by example. Set the benchmark of performance to the department in the areas of motivation, sense of ownership and dedication to quality of product.
* Supervise and assist in merchandising including receiving, displaying, taking inventory and promoting golf shop sales. Have a thorough knowledge of all Oki Golf programs and be able to effectively educate guests.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

* Positive and proactive attitude relating to guest service and overall guest experience.
* Good communication skills, both written and verbal.
* Ability to communicate on various levels to include team members, the senior leadership team, guests, vendors and contractors, at all times showing tact and diplomacy as an Oki golf team member.
* Proficiency in computer skills to include Microsoft Office programs, e-mail and the Internet.
* Must be comfortable and willing to “roll up sleeves” and lead by positive example.
* Independent decisions are made with sound judgment and are consistent with Oki Golf core values.
* High School diploma or equivalent
* Make progress towards PGA membership and maintain active classification in the PGA of America.
* Ability to follow company policy/procedures, complying with all administrative responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the team member must:

* Have the ability to lift 50 pounds occasionally.
* Lift, reach, bend, twist, push, pull, squat, grasp and use arm-hand coordination on a consistent basis.
* Have the stamina to stand on feet for lengthy periods of time, not to exceed 4 hours.
* Have the ability to work weekends and holidays, mornings and evenings as business demands.

BENEFITS AND PERKS:

Oki Golf offers an impressive collection of benefits! Some benefits include:   
  
(35hrs + per week) may be eligible for:

* Medical/Dental/Vision/Telehealth Coverage
* FSA options
* Company paid Life Insurance and Long Term Disability
* 401(k) with company match
* Paid Vacation

(30hrs + per week) may be eligible for:

* Medical/Telehealth Coverage
* FSA options

All Team Members:

* 401K with company match
* Golf Benefits, Meal and Merchandise discount
* Paid Sick Time
* Team Member Referral Program and more!

Oki Golf is proud to be an equal opportunity employer. We are committed to creating an inclusive environment, and we welcome and encourage people of all backgrounds, perspectives, experiences, and skills to apply.

All employment decisions at Oki Golf are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. We will not tolerate discrimination or harassment based on any of these characteristics.