



TITLE: SEASONAL GOLF PROFESSIONAL

GENERAL DESCRIPTION:

Provides administrative oversight of the Short Beach Golf Course. Also responsible for promoting and marketing of the golf course to local area businesses and Town residents under the direction of the Public Works Director/Designee.

SUPERVISION RECEIVED:

Works under the general supervision of the Parks Superintendent or designee.

EXAMPLES OF DUTIES (includes but not limited to the following):

Management of the golf shop that includes sales, ordering and merchandising.

Provides oversight of the Men's and Ladies golf leagues.

Provides recommendation for greens fees, cart fees and other applicable fees and conduct all business of the Short Beach Golf Course.

Partner with area businesses, organizations and individuals to create after work golf leagues.

Responsible for the day-to-day accounting and reporting of sales at Short Beach Golf Course to the Parks Superintendent or designee.

Supervision and scheduling of the Short Beach Golf Course part-time and seasonal staff.

Create, implement and train staff on operating procedures.

Cashier duties, working on marketing campaigns, newsletters, course info and meeting with the public.

Work with the Short Beach Commission in regards to the golf course and implementing and enforcing appropriate rules and regulations.

Develop, implement and coordinate special events, tournaments and instructional programs.

Observes safe working practices.

Represents the Town of Stratford in a professional and courteous manner.

Performs related duties as required.



KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the game of golf.

Ability to work with the public.

Excellent communication skills.

Knowledge of basic operations of a pro shop and ability to utilize a cash register and perform basic math.

Ability to provide supervision to employees.

QUALIFICATIONS:

2 years of experience working at a golf course or in a golf environment. Must have technology skills including the ability to work with Microsoft Office Suite/Excel.

Salary: Up to \$35,000