

POSTION: Pro Shop Manager

REPORTS TO: General Manager and Golf Professionals

POSTION SUMMARY: Assist General Manger and Golf Professionals in pro shop operations such as booking tee times, merchandise sales, league and tournament operations, and the overall member & guest experience at Shenandoah Valley Golf Club.

QUALIFICATIONS AND SKILLS:

Must be 21 years of age or older. High School diploma or equivalent. Must be able to communicate effectively, both verbally and written, in English. Good interpersonal skills. Available to work any day of the week 6:00am – 9:00pm. Ability to lift and carry up to fifty (50) pounds at a time. Experience with operating a cash register. Good mathematic skills. Ability to perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting. Self-motivated with excellent organizational skill and attention to detail. Neat, clean appearance.

DUTIES AND RESPONSIBILITIES:

Greet customers, answer the telephone courteously, and complete sales transactions. Complete golf course reservations including reserving and scheduling tee times. Manage inbound tee times using exceptional communication skills and POS. Assist golfer with all aspects of golf, including tee off and utilizing the GHIN (handicap) computer system to post scores. Perform shift opening and closing duties as assigned. Manage sales of golf and merchandise using POS system-communicating specials, promotions, and events with customers clearly and enthusiastically. Ensure merchandise is kept neat, attractively displayed and sufficiently stocked. Operate cash register and receive payment from customer in cash, check or credit card, and accurately count and provide change to customers when applicable. Clean and maintain the pro shop area. Assist outside services with duties as needed. Market the golf course, memberships and special rates to the daily fee players. Assist Golf Professionals with leagues and/or tournament operations.

JOB TYPE: Part Time (Seasonal)