



San Pasqual Band of Mission Indians Job Vacancy

Position Title: Head Golf Pro	Posting Date: August 26, 2019
Position Reports to: Economic Development Corporation	Employment Category: Full-Time Position (Exempt)
Department:	Internal Closing Date: August 30, 2019

Position Summary

As a member of the Golf Management Team, the Head Golf Professional has the responsibility for the overall management of the golf operation while working cooperatively with other departments.

The selected candidate will manage and oversee the operations of the Woods Valley Golf Specific Responsibilities -include but are not limited to the following:

Essential Duties and Responsibilities:

- Oversee the reservation system, starting, monitoring, and pace of play
- Track and verify all players and guests, green fees, golf cars, club care, lockers, handicap fees, and other charges necessary, and facilitate accurate accounting and recordkeeping
- Oversee golf car fleet while ensuring proper maintenance and recordkeeping
- Develop and manage an innovative tournament program, group outings, and leagues that service all customer segments
- Oversee the operations of a well-managed practice facility
- Provide professional club repair and club fitting services
- Administer the Rules of Golf and educate staff. Promote and provide Rules of Golf clinics
- Develop, maintain, update, and utilize customer database
- Oversee retail merchandise concession in step with the mission of the golf operation and facility
- Maintain a profitable golf merchandising operation
- Supervise physical inventories, present a diverse and desirable array of golf equipment, apparel, accessories
- Assist in the development of necessary systems utilizing POS to safeguard inventories and cash
- Establish accurate recordkeeping policies and procedures
- Supervise and train all golf shop staff to maximize sales opportunities
- Maintain and attractive and orderly appearance in and around the golf shop
- Conduct accurate and timely inventory counts
- Develop, provide, and oversee an enhanced golf instruction program, offering individual and group clinics for all levels. Ensure that the services of a well trained staff of professional instructors are available where required

- Develop and oversee player development programs
- Utilize PGA of America player development tools, resources, and materials
- Focus on programs for women, families, seniors, and juniors
- Utilize the resources of PGA programs such as Get Golf Ready, PGA Sports Academy, and others
- Assist with the training of the full facility staff in regard to player development and encourage their participation
- Work with General Manager to develop Player Development marketing
- Recruit, hire, train, motivate, and supervise all golf department staff
- Ensure evaluations and annual reviews are completed and recorded for all applicable staff
- Attend staff meetings as scheduled by management and schedule staff meetings with golf operations personnel
- Update and maintain golf shop policies and procedures and job descriptions and ensure they are adhered to and posted in the proper areas
- Maintain safety standards and safety equipment within OSHA requirements
- Assist in the publications of newsletters, informational, and promotional materials
- Oversee the administration of the golf handicap program
- Attend applicable committee meetings and board, management, and staff meetings when requested
- Adhere to, enforce, and implement policies and procedures of the facility
- Ensure all financial goals and objectives are being achieved
- Assist in the development and preparation of budgets, including forecasting and review of all golf operations revenues and expenses on a daily, weekly, monthly, and annual basis
- Ensure systems controls are in place to safeguard assets, revenues, and resources
- In keeping with facility goals, utilize yield management techniques to maximize course usage
- Work closely with all department heads to achieve the goals and objectives of the facility
- Maintain a close working relationship with the Golf Course Superintendent and provide advice on course playability and tournament set up
- Coordinate plans with the Food and Beverage Manager for food and beverage needs for all golf functions

Education, Experience, Qualifications and Skills:

- Maintain PGA of America membership in good standing in an active classification
- Strong knowledge of the game of golf, rules of golf, golf facility operations and tournament operations
- Fundamental supervisory practices and principles
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Strong organizational, planning and prioritization skills
- Self-motivated with desire to promote and market
- Service and customer focused attitude

- Experienced in written and oral business communications
- Remain up-to-date on customer relationship management tactics and strategies
- Experienced computer user including; Microsoft Word and Excel. Proficient in other applications, i.e. email, internet, tournament and database
- Maintain and promote a positive professional image within the community
- Maintain a credible golf game and remain current on teaching innovations

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to P.O. Box 365, Valley Center, CA 92082

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.