



NOW HIRING

Assistant Golf Professional Village Links of Glen Ellyn

www.villagelinksgolf.com

DESCRIPTION:

The Assistant Golf Professional at the Village Links of Glen Ellyn is someone who is passionate about golf, strives to provide outstanding guest services, is a problem solver with strong work ethic and leadership skills, and understands that guest satisfaction always takes priority, but that efficient operations make it possible.

The job duties of the Assistant Golf Professional include, but are not limited to, interacting with customers both at point of sale and on the phone and teaching scheduled lessons as provided by the Village Links, Position reports to the Head Golf Professional.

ESSENTIAL FUNCTIONS:

- Regularly engage guests to insure outstanding guest experience daily.
- Assume responsibility for entire golf operation in the absence of Director of Golf, Head Golf Professional and Golf Operations Manager, as requested
- Perform Golf Supervisor duties as requested
- Provide expert instruction, equipment advice to golfers of all levels
- Enthusiastically be an ambassador for the game of golf, and the PGA of America
- Assist Golf Operations Manager, Head Golf Professional and Director of Golf in identifying and implementing policies and procedures which promote an excellent Guest Experience

QUALIFICATION REQUIREMENTS:

- Either a Class A or Class B member of the PGA of America.
- Bachelor's degree; or 4 years related experience and/or training; or equivalent combination of education and experience.
- High school diploma or GED required.
- Must be at least twenty-two (22) years of age.
- Ability to maintain a professional demeanor and communicate effectively with customers, employees, and the general public.
- Ability to perform basic mathematical calculations.
- Ability to operate various types of equipment – standard office equipment, including telephone, copier, computer and related software (e.g. MS Office Suite), and point of sale systems.
- A valid driver's license.
- Well versed in the Rules of Golf

SALARY / BENEFITS:

Starting wages for this seasonal position is \$18.83 per hour, with any hours over 40 in a week earning time and a half. Position includes participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit retirement pension plan.

HOW TO APPLY:

1. Interested candidates should submit their application, resume, and cover letter to Head Golf Professional Michael Campbell at the Village Links Pro Shop.
2. Chosen candidates will be required to successfully pass a pre-employment criminal background check, reference check, and post offer medical physical with a drug screening.
3. Several positions are available and will remain open until filled.

Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER