



Job Description

Job Title:	Assistant Golf Coach
Department:	Shary Municipal Golf Course
Reports to:	Head Golf Coach
FLSA Classification:	Non-Exempt
Effective Date:	03/12/2024
Job Summary:	Requires a thorough working knowledge of the game of golf, golf rules and golf etiquette. Other responsibilities include assist in supervising the golf aides, golf camp attendees, and daily instruction. Travels to tournament sites with the kids during specified days. Works under indirect supervision, with some latitude for the use of initiative and independent judgment.
Essential Job Functions:	<p>Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed in this position.</p> <ul style="list-style-type: none">a. Individual assists in ensuring the young kids behave and dress according to the established code. Including but not limited to safety, language, golf clubs, etc.b. Assists in executing schedules for practices for all participants.c. Assists in teaching fundamentals of golf and associated rules & etiquette to children of all ages.d. Attends two tournaments per week in order to promote the game to young first-generation golfers and bridge the gap and spark interest at the next level.e. Enforces and follows facility and safety regulations.f. Communicates parent concerns and safety issues to head golf coachg. Attends required meetings and trainings.h. Oversees the junior summer program in the absence of the golf coach.i. Performs related work and reports as assigned.
Conditions of Employment:	<ul style="list-style-type: none">a. Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.b. Applicant must take and pass a pre-employment drug test administered by the City of Mission at the City's expense.c. Must have a current valid class "C" driver license from the Texas Department of Public Safety with a satisfactory driving record.d. Bilingual English/Spanish Preferred.
Required Education:	High school diploma or college equivalency
Education Preference:	Not Applicable
Educational Substitute:	Not Applicable
Required Work Experience:	Experience in coaching children at the junior high or high school level
Experience Preference:	Not Applicable
Supervisory Experience Requirement:	Not Applicable



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Required Knowledge, Skills, & Abilities	<ul style="list-style-type: none">a. Knowledge of the game of golf, rules of golf, and etiquette of the game.b. Ability to demonstrate drills specific to the practice station.c. Normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation.d. Work requires the use of standard technical skills appropriate to the work environment of the organization.e. Intermediate computer skills.f. Ability to operate job-related equipment.g. Customer service skills.
Equipment Materials:	General office and safety equipment/materials to include but not limited to the following: <ul style="list-style-type: none">• General Golf Equipment• Copier/Fax Machine/ Printer/Scanner• Ladder/Step Stool
Work Conditions:	The individual works outdoors. The job has no significant hazards and the physical demands are low.
Physical Demands:	The job has no significant hazards and requires little physical demands including bending and twisting. Duties involve working with lightweight materials, and/or using force equal to lifting up to 25 pounds. Must be able to stand for long periods of time.
Mental Demands:	While performing the duties of this position, it is regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; perform detailed work, multiple tasks; work with constant interruptions; and interact with staff and the public.
Authorization:	<p>I have reviewed this description and understand the requirements and responsibilities of the position.</p> <p>_____</p> <p>Date Print Name Signature of Employee</p> <p>The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.</p>