



## Job Description

Job Title:	Golf Aide
Department:	Shary Municipal Golf Course
Reports to:	Golf Coach
FLSA Classification:	Non-Exempt
Effective Date:	03/28/2022
Job Summary:	Requires a thorough working knowledge of the game of golf, golf rules and golf etiquette. Other responsibilities include supervising golf camp attendees, moving and staging golf carts, picking golf range, and supplying water to golf camp attendees.
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 by any single individual in this position.</p> <ol style="list-style-type: none"><li>Assist head coach in teaching the daily golf lessons.</li><li>Assist in supervising the golf camp attendees and maintain proper safety protocols.</li><li>Assist in the staging of various golf drills and drill areas.</li><li>Maintain good public relations daily throughout the duration of golf camp.</li><li>Maintain high health and safety standards.</li><li>Perform other reports and duties as required.</li></ol>
Conditions of Employment:	<ol style="list-style-type: none"><li>Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.</li><li>Must have a current valid class "C" driver license from the Texas Department of Public Safety with a satisfactory driving record.</li><li>Bilingual in English/Spanish preferred.</li></ol>
Required Education:	Pursuing High School Diploma, GED or equivalency
Education Preference:	Not Applicable
Educational Substitute:	Not Applicable
Required Work Experience:	Experience in working with children
Experience Preference:	One (1) year of related experience
Supervisory Experience Requirement:	Not Applicable
Required Knowledge, Skills, & Abilities	<ol style="list-style-type: none"><li>Working knowledge of golf swing mechanics.</li><li>Working knowledge golf rules and golf etiquette.</li><li>Good public relations and ability to communicate effectively.</li><li>Above average golf playing ability.</li><li>Able to manage people and facilities.</li></ol>
Equipment Materials:	<p>General office and safety equipment/materials to include but not limited to the following:</p> <ul style="list-style-type: none"><li>Golf Carts</li><li>Golf Clubs</li><li>Safety equipment</li></ul>



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Work Conditions:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Individual works outdoors to oversee programs, occasionally indoors for program registration, golf rules classes, and golf etiquette classes. The job has significant hazards from working outdoors and physical demands are moderate to high.</p>
Physical Demands:	<p>The job has some significant hazards and physical demands are high.</p> <p>Duties involve continuous bending, lifting, swinging, sitting, standing, carrying, and walking; continuously working in awkward positions and/or using force equal to lifting, tilting and pushing 50 pounds.</p>
Mental Demands:	<p>While performing the duties of this class, the individual 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 deadlines and concurrent tasks; work with constant interruptions; and interact with staff and the public.</p>
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>