



Position: First Assistant Professional

Supervisor: General Manager

Mission: Deliver a targeted curriculum of golf and character development, life skills, academic support, higher education, mentorship, and career development.

Position Summary: The First Assistant Professional assists in all aspects of the course. This role provides day-to-day supervision for golf operations and First Tee programming by serving as the “manager on duty” and overseeing all operations in the absence of the General Manager. The First Assistant plays a key role in ensuring a consistent delivery of strong customer service and quality youth programming that aligns with First Tee’s goals, brand image, and standard operating procedures.

Duties and Responsibilities: Under the direct supervision of the General Manager

- Follows First Tee – Monterey County’s policies and procedures.
- Promotes First Tee’s mission by modeling First Tee Core Values and adherence to the First Tee Code of Conduct.
- Provides day-to-day supervision for all golf operations.
- Performs talent management responsibilities including employee selection, performance management, coaching, and development.
- Assists in the development and planning of First Tee programming and the club calendar.
- Assists GM with recruiting, hiring, training, and supervising staff.
- Leads execution of any programming or member events/ leagues.
- Leads member daytime and after school programs, clinics, and PGA Junior League.
- Responsible for the prudent management of business expenses and inventory. May assist General Manager with budgeting and reporting.
- Responsible for all of POS and makes any revisions as needed.

- Responsible for merchandise sales and member guest billing.
- Coordinates with accounting department on all policy and procedures.
- Tee Sheet reconciliation.
- Promotes all club activities.
- Maintains a clean orderly and well stocked golf shop. Assists retail purchasing and procurement of merchandise and shop assistants.
- Prepares golf outings
- Takes on role of tournament director.
- Incorporate safe work practices in job performance
- Plays golf with customers of all levels of skill and abilities.
- Drives service vehicle(s) in order to perform essential job functions. This may involve traveling on short notice or other daily driving duties as assigned.
- Delivers exceptional customer service.
- Regular and reliable attendance.
- All other duties as assigned.

Education and Other Qualifications:

- PGA Member or Associate in good standing.
- 3+ years of experience in golf industry/working on a golf course
- Experience teaching golf to people of all skill sets.
- Experience using a computer with Microsoft Windows and Office or transferable software.
- Valid driver's license and a driving record that conforms to company standards.
- High School diploma or GED or commensurate experience.

Compensation and Benefits:

- Hourly rate: DOE \$22 – \$25/hour
- After 60 day probationary period employee will be eligible for additional compensation for golf lessons. (70% of charged lesson)
- After 60 day probationary period employee will be eligible for benefits package which includes the following:
 - 403(b) 8% Employer matching

- 70% of medical insurance premium paid by employer
 - 100% premium of dental, life and vision insurance paid by employer
 - PTO
- Free golf for employee