



Wingate University/ Larkin Golf Club
Open Position Description
ASSISTANT GOLF PROFESSIONAL



Position Title: Assistant Golf Professional

Position Location: Larkin Golf Club, Statesville, NC

Larkin Golf Club offers a course with tremendous variety, interest, and natural beauty. The eye-catching elevation changes, Bermuda fairways, Crenshaw bent-grass greens, and nine scenic ponds add to the enjoyment of this beautifully designed course. Water comes into play on 10 holes including the final six. Playing through beautiful rolling hills with scenic views, Larkin Golf Club designer Clyde Johnston has taken full advantage of 400 acres of lush countryside and the gentle waterfalls of Third Creek in creating a challenging and enjoyable course for players of any skill level. Before the picturesque adventure on the last six holes, Larkin's first few holes offer a walk in the park feel set on mildly undulating land. The next six holes will remind you of mountain golf with its elevated tees and greens. Overall, the course is an excellent Clyde Johnson design with accommodating airways – some tightly tree-lined and others open off the tee – and receptive bent grass greens. The course length varies from 7005 yards from the gold tees down to 5300 yards from the red.

Position Summary: The Assistant Golf Professional assists the Head Golf Professional/General Manager in the management of day-to-day golf operations of the facility. The position is responsible to supervise and manage total golf operations in the absence of the Head Golf Professional. All duties of the position shall be performed with a commitment to the highest level of customer service and total satisfaction of all customers.

Duties and Responsibilities:

- Assist with golfer check-in and fee collection; control and manage play
- Assist with all opening and closing procedures
- Assist in managing facility tournament operations including weekly events
- Assist in tournament operations and weekly events including planning, pre-tournament contracts, post-tournament billing, promotion, course set-up, preparation, scoring, prize distribution, and follow up
- Conduct individual lessons and group clinics
- Assist with management of outside service staff to ensure the highest quality of customer service is achieved
- Assist in managing golf car operation, practice facility, and club storage service (as applicable)

- Assist in the inventory control of hard goods, soft goods, and special orders including: ordering procedures, receiving procedures, inputting into point of sale, pricing procedures, display, and sales
- Assist in planning and budgeting for the golf operations
- Conduct oneself in a professional manner and maintain a professional image at all times
- Assist with the administration of applicable staff via recordkeeping, work schedules, etc. in accordance with facility human resource policies
- Assist in coordinating golf activities with other departments

Qualifications and Experience:

- Fundamental knowledge of the game of golf, rules of golf, golf facility operations, and tournament operations
- Proven experience applying management/supervisory practices and principles
- Possess and model standards of excellence in behavior and work ethic
- Strong attributes in organizational, planning and prioritization skills
- Self-motivated with desire to promote and market industry best practices
- 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

To apply, submit the following to Human Resources at careers@wingate.edu and c.jackson@wingate.edu

1) letter of interest, 2) resume, and 3) contact information for three professional references

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.