



## **Golf Shop Attendant (Part-Time)**

### **Overview**

We are a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges. By seamlessly integrating the game of golf with a life skills curriculum, we create active learning experiences that build inner strength, self – confidence, and resilience that kids can carry to everything they do.

### **Job Description**

The ideal candidate embodies and models The First Tee's positive core values: honesty, integrity, courtesy, responsibility, judgment, respect, perseverance, confidence and sportsmanship. The candidate must be energetic, have a passion for youth programming, coupled with strong work ethic. The Golf Shop Attendant provides retail and clerical support to the First Tee – Augusta staff, handles a wide range of administrative support related tasks, and promotes and maintains a professional image and youth development environment for First Tee – Augusta. Exceptional organization and computer/web skills, initiative, and attention to detail is essential. Must be proficient in Microsoft Word, Excel. The candidate must be articulate with excellent interpersonal communications skills, ability to work well with students, parents, and the general public. Knowledge of golf is helpful but not required.

### **Essential Functions**

In addition to the areas highlighted in the overall job description; the individual will be responsible for the following specific duties in the five major areas of the organization's operation:

### **Duties and Responsibilities**

- Perform daily pro shop operations including opening pro shop for business, cash collection, bringing up golf carts and entering inventory
- Assist customers with the purchase of range balls, and the sale of pro shop and snack bar merchandise
- Provide administrative support to the Executive Director and Staff as needed
- Receive visitors, answer phones, check answering machine, greet patrons, snack bar operation and cash collection
- Maintain student, donor and volunteer databases routinely and precisely
- Maintain First Tee - Augusta's website ([www.thefirstteeaugusta.org](http://www.thefirstteeaugusta.org))
- Maintain good communication between customers and the golf course Superintendent and Golf and Life Skills Instructors notifying them of problems with programs, students, or golf course conditions.
- Observe and comply with all pro shop opening and closing protocol and procedures.
- Assisting program staff as needed.
- Monitor inventory levels of pro shop merchandise and food and beverage inventory for re-order.
- Report any complaints from customers directly to program staff.
- In the event of medical emergencies, call for help, assist the injured, and contact the emergency contact with information.

**Qualifications:**

Basic – HS Graduate, Retail experience preferred

Preferred – Has demonstrated successful experience with,

- Effective interpersonal and communication skills for effective interaction with all levels of contacts, internal and external
- Excellent teamwork, organization, and task prioritization skills
- Microsoft Platforms including Excel, Word, PowerPoint
- Developing schedules and maintaining deadlines
- Excellent organizational, planning and project management skills
- A valid driver's license is required.

**Position Location:** First Tee – Augusta, 3165 Damascus Road Augusta, GA 30909

**Hours:** ~25 Hours/Week, Flexibility to work morning, afternoon and weekend shifts

**Typical Shift Hours:**

Weekday Mornings	8:30am – 3:30pm
Weekday Afternoon	3:30pm – 9:00pm
Weekend Mornings	8:30am – 3:30pm
Weekend Afternoons	3:30pm – 9:00pm

**Salary/Wage:** \$9.00/hr

Applications/Resumes will be accepted until position is filled. Employment is dependent upon passing a thorough local, state, federal and sex offender background check.

Please email the following to [jbrown@thefirstteeaugusta.org](mailto:jbrown@thefirstteeaugusta.org):

- Application/Resume
- Three work related references