

Counterperson Job Description

Summary

Supervise and participate in the operation of the Marysville Golf Course Pro Shop and related grounds. Perform related work as required.

Supervision Received

The work is performed under the general supervision of the Golf Course Director, or Assistant Professional/Pro Shop Manager who makes special assignments and is consulted on unusual work situations. This employee plans and carries out on-going assignments according to established schedules, policies and procedures. The work is checked through reports and periodic inspections.

Supervision Exercised

Supervision is exercised over a small sized staff of seasonal workers.

Responsibilities and Duties

1. Supervises and participates in the operation of the city golf course, and maintenance of the pro shop facilities.
 - a. Is responsible for carrying out golf course policies and procedures.
 - b. Is responsible for setting up tee time appointments on a day to day basis.
 - c. Is responsible for supervising the upkeep of the pro shop and the cleaning of areas in and around the pro shop.
 - d. Is responsible for overseeing the general operation of the pro shop in the absence of the Assistant Professional/Pro Shop Manager
 - e. Is responsible for performing and supervising golf course related monetary transactions.
 - f. Is responsible for having sufficient knowledge of golf course operations and practices to perform without direct supervision.
 - g. Is required to have sufficient knowledge and/or experience to set up and run tournaments and outings.

Ability to be innovative, show professionalism at all times, focus on teamwork, and practice financial responsibility to realize profitability.

Ability to supervise the work of others and participate in their training, evaluation and motivation.

Skill in establishing and maintaining effective working relationships with golfers, fellow employees, and the public in general.

Required training includes a high school diploma.

Knowledge of motor vehicle operation evidenced by possession of a valid Michigan driver's license.