



CLASS SPECIFICATION

Class Title: Golf Apprentice
Department: Golf Courses
FLSA: Non-Exempt

Class Code: 7772
Grade: 16
Eff. Date: 6/1/00
Revised: 12/21/2020

GENERAL PURPOSE

Under general supervision from the Assistant Director of Golf, performs professional duties in assisting with the administration of Davis County golf facilities.

EXAMPLE OF DUTIES

Assists in daily course operations, scheduling and training staff, booking of tee times, customer service, and adhering to Golf Course policies and procedures. Acquires and applies knowledge of tee sheet and reservation system; assists in training seasonal employees.

Assists in coordinating tournaments and activities; schedules tournaments for men's and women's golf association and other groups.

May be involved in conducting golf clinic or golf lessons to groups and individuals. If compensated directly for lessons, this time is scheduled away from regular work time and is limited to an amount per week approved by the Assistant Director.

Assists in managing the day to day operations of the Pro Shop, which includes: merchandising, receiving, custom orders, and promoting tournament play.

Assists in maintaining a clean and orderly club house.

Promotes the game of golf and public relations for the course; establishes an enjoyable atmosphere conducive to the game of golf.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation or equivalent, plus one (1) year of experience performing directly related duties under the supervision of a PGA Class A Golf Professional.

2. Special Qualifications:

Must successfully complete the PGA Apprentice Program and become a Registered Apprentice with the PGA within six (6) months of hire date. Must actively engage in making continual progress towards attaining a Class A Golf Professional membership in the PGA or LPGA.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license



CLASS SPECIFICATION

must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Working knowledge of: daily golf course operations; USGA rules, handicap, course rating system; mechanics and techniques of golf swing; general game of golf; proper golf etiquette; golf equipment and supplies.

Skill in: using a multi-line telephone; copy and fax machine; all applicable computer hardware and software (including MS word); POS system.
Advanced skill in playing golf.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: promote the game of golf; operate POS system and balance cash receipts; give golf lessons; coordinate and expedite golf activities including tournaments; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, golf patrons, men's and women's associations, vendors, and the general public.

WORKING CONDITIONS

Maintain concentrated attention to detail for sustained periods of time. Work a flexible schedule that may include evenings and weekends; work extended seasonal hours as necessary and work outdoors.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information:

Date:	12/21/2020
Department Approval:	Dustin Volk
HR Generalist Approval:	Mindy Adams
Classification Approval:	Marina Brito