NPP Golf – Job Description

Updated: 10/23/2008

The Assistant Golf Professional is a member of the Northport Point Club Golf Staff, reporting to the Head Golf Professional. The Golf Professional reports to the Golf Committee Chairman. Instructors must be First Aid/CPR certified. *This is a paid position.*

The Assistant Golf Professional has several broad areas of responsibility:

Beach Class

- Teach golf to children ages 5 – 14, guided by the NPP Club golf curriculum, including creating and using daily lesson plans and managing Counselor in Training (CIT) helpers. *Positive youth development is your number one responsibility and the core of your job.*
- Children attend Beach Class from 9:00 am – 12:00 pm, Monday – Friday. Your schedule will generally run from 8:45am – 12:15pm to allow for basic preparation and clean-up. Wednesday field trips away from the Point often last until mid-afternoon.
- Prepare lessons. Spend significant, sufficient time each week preparing detailed daily lesson plans and reviewing the previous week's activities. Plan how many CITs you will need and how you will use them.
- Provide feedback on the golf curriculum, and the Recreation Program in general, to continually improve the Recreation Program, keeping its programs fresh and effective.
- Help with, supervise and participate in Wednesday Special Days, scheduled park activities, rainy day activities, and other beach class functions as requested.
- Manage CITs who are provided to you to assist in running a smooth and efficient program. Spend adequate time preparing CITs before each week begins.

Golf Facilities

- On a daily basis, discard trash on the range, clean up and properly store equipment and supplies, and take abandoned equipment to the lost and found.
- Report broken, damaged or missing equipment or supplies to the Golf Professional.
- Report course damage to Mark Hanson (Greens Superintendent).

Tournaments & Events

- Organize and conduct Recreation Program golf events and tournaments.
- Post notices and sign-ups in a timely manner, usually one week prior.
- Communicate and coordinate with Matt Sayad (the Golf Shop Professional) about tournament scheduling and times.
- Participate in and help supervise afternoon and evening Recreation Program activities that require staff.
- Assist the Head Golf Professional in the golf shop with merchandising, special ordering, club repair, tournament operations and member relations.

Private Lessons

Offer private golf lessons and clinics. Billing is handled through the club. Scheduling of private lessons, clinics and/or certifications may not interfere with other job responsibilities.

Providing private lessons is left to the discretion of each staff member, but is generally expected by the community. Private lessons are a great way to make extra money, give focused instruction, and build relationships with the children and their parents

General

This is a full time job. Although you are allowed to take outside work such as babysitting or tutoring, s*uch work must not interfere in any way with your job responsibilities or scheduled time off*. The Golf Professional may limit or cancel excessive or intrusive work. Arrangements are entirely private and are not endorsed by, or a responsibility of, the NPP Club. You may not take work outside the NPP community.

Participate in pre-program setup and post-program clean up activities. *You must stay until clean up in your and common areas is complete.*

Attend the Navy Ball dinner, awards ceremony, and party (held at the end of each 4-week session), and present awards in your area.

Participate in special occasions such as the 4th of July Celebration, Polar Bear Swims, and others.

Abide by staff, Cottage Owner's Association, Club, Yacht Club and other published NPP safety and conduct rules. Keep personal and common living quarters clean.

Participate in a mid-season performance review with the Golf Professional.

Schedule time off. It is easy to overbook your schedule, but important to keep a healthy work/leisure balance.

Strive to be a positive role model for the children and teens.

Bring a healthy attitude, a smile, enthusiasm and encouragement to your job and your interactions with the children, other staff, and the NPP community.

Everyone is expected to do what is needed to ensure that the children have a fun, safe, and fulfilling experience.