



JOB TITLE: Player Assistant
DEPARTMENT: Golf Operations
REPORT TO: Outside Golf Service Supervisor
DATE REVISED: March 7, 2017
CLASSIFICATION: Non Exempt; Seasonal part-time or full-time

JOB STATEMENT/PURPOSE:

The Player Assistant will direct the flow of traffic, enforce course rules and regulations, instruct the players in the code of etiquette, assist in tournament operations, oversee the golf course grounds and assist the players with any on course issues. The Player Assistant will be an ambassador of good will on and off the golf course.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the development and implementation of the pace of play
- Maintain established starting time intervals in coordination with the golf shop staff to ensure pace of play
- Enforce and implement the rules, regulations, policies and procedures established by Anchorage Golf Course
- Maintain daily records and prepare reports to supervisor all incidents, accidents and customer concerns
- Inform and educate golfing customers about pace of play, golf rules and golf etiquette
- Perform light golf maintenance duties, such as filling divots, repairing ball marks and trash removal
- Assist in tournament operations and be an ambassador of good will on and off the golf course.

JOB SPECIFICATIONS:

- High school diploma or equivalent
- Cleanliness and good grooming habits
- Knowledge of the rules of golf
- Excellent communication skills, positive attitude, professional demeanor, easy-going sense of humor
- Ability to be both firm and tactful in enforcing golf course policies
- Ability to make every customer feel more welcome at our course than anywhere else
- Able to lift 35 lbs.



OTHER RESPONSIBILITIES:

- Respond to public inquiries and complaints in an effective and tactful manner
- Establish and maintain cooperative relationships with those contacted in the course of work
- Assume responsibilities of Starter when needed
- Assist with tournaments
- Maintain the cleanliness and appearance of the 1st Tee and Starter's Shed
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned