

JOB OPENING GOLF DIVISION

ASSISTANT TO GOLF ADMINISTRATION

POSITION: PART TIME / PAY RANGE: \$15.00 - \$18.00 PER HOUR

RESPONSIBILITIES

- Coordinate PPD Golf social media and customer relations tasks.
- Focus on retention of PPD golfers.
- Perform daily audits of pro shop receipts and distribute information to pertinent personnel.
- Perform a variety of record keeping functions including daily sales reports for all golf facilities.
- Follows all safety procedures that pertain to the duties performed. Supports all aspects of the Park District's safety program.
- Performs all related duties and assignments as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Bachelor's Degree in Marketing, Business Administration/Management or Recreation is required. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for all of part of the educational requirement.
- Knowledge of retail operations including inventory and daily reporting.
- Knowledge and experience in customer service.
- Knowledge of graphic design, marketing, and promotional techniques.
- Must have a working knowledge of Microsoft Word, Excel, Access, PowerPoint, graphic design, and communication software.
- Ability to communicate effectively, both orally and in writing.
- Ability to be professional, respectful, accountable, innovative, to follow safety procedures, and to be equitable to both internal and external customers.

OTHER

- Under the direction of the Director of Golf.
- While we sincerely appreciate all applications, due to high volume, only those candidates selected for interview will be contacted.

