



IVGID Job Announcement

IVGID is currently accepting applications for a **1st Assistant Golf Professional**. This is a full time, year round, salaried (exempt) position with the Golf team.

Compensation: \$2,006 - \$2,407/bi-weekly salary, DOE (*\$52,144 - \$62,573 annual*)

Benefits: Medical, Dental, Vision, Prescription insurance
Short-Term/Long-Term Disability insurance
Deferred Comp (457b) and Pension (401a) Retirement Plans
Section 125 Flexible Spending Plans
Vacation & Sick Leave
Eleven paid holidays
Recreation & Food Discount privileges

How to Apply: Create a profile, submit online application (with resume) at www.yourtahoepace.com/jobs
In-person drop-off application to Human Resources at 893 Southwood Blvd,
Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).
jobs@yourtahoepace.com 775-832-1100

Deadline to Apply: OPEN UNTIL FILLED
We are an Equal Opportunity Employer

Date Posted: 01/23/25

SUMMARY

Assists in managing daily operations of the Golf Shop, Starters/Rangers and Outside Services for the District's Championship Golf Course and support for the Mountain Golf Course by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to internal and external customers and business partners.
2. Assists in managing the daily operations of the Championship Golf Course and support for the Mountain Golf Course, including the Golf Shops, Outside Services, Starters/Rangers/ and Food & Beverage group event coordination.
3. Assists in recruiting, hiring, training, supervising and scheduling seasonal Outside Services and Starter/Ranger staff, including training on how to drive rounds, yield management and multi-pass seasonal choices.
4. Communicates daily activities and events taking place with Golf Administration, Outside Services, Food & Beverage, Facilities and Course Maintenance staff, to ensure integration of those services meet customer expectations.
5. Implements operating policies, procedures and training for areas of assigned responsibility; including point-of-sale (POS) procedures, customer service training, work schedules, slow play guidelines, etc.
6. Responds to and resolves inquiries, questions and complaints from both resident and nonresident customers and employees regarding policies and procedures, course conditions, speed of play, customer service, etc.; and refers to the Sr. Head Golf Professional as necessary.
7. Implements and monitors daily tee sheets to increase yield and utilization. Assists in managing the yield management systems such as GolfNow and Online Reservation System.
8. At the direction and discretion of the Sr. Head Golf Professional conducts clinics and lessons. Assists in coordination, organization and implementation of Junior Golf Programs, Get Golf Ready, and other Teaching Clinics.

9. Inputs and/or monitors employee time & pay records using an automated system. Ensures records are accurate each pay period.
10. Plays golf at the Championship and Mountain Courses for the purpose of promoting customer relations, observing course playability, and makes recommendations to maintenance staff on course conditions and operating methods.
11. Interacts and coordinates with professional golf organizations including the Northern California Golf Association (NCGA) and the Northern Nevada Golf Association (NNGA) local area golf associations, the PGA of America, United States Golf Association (USGA) and others to ensure policies, practices and procedures meet and comply with golf industry standards on an ongoing basis.
12. Performs winter month operations as follows:
 - a. Works with the Sr. Head Golf Professional to plan and organize all Resident Group play, Outside Tournaments, and Tee Sheet Organization for the upcoming season at both golf courses.
 - b. Implements and executes Winter Simulator Golf Leagues.
 - c. Instructs on the simulator when available and offers Winter Clinics and Spring Refreshers for residents
 - d. Assists the District Merchandiser with Mountain Golf Shop winter closing and merchandise preparation.
 - e. Responsible for closing and opening the driving range during the winter, working with Golf Maintenance staff on range availability and conditions from November – April.
 - f. Assists the golf management team with operational budgeting items for both golf courses.
 - g. Updates Standard Operating Manuals for both golf courses to reflect any changes from the prior season.
 - h. Works with the Sr. Head Golf Professional and Human Resources on a hiring plan ready for each spring.
 - i. Assists golf management in planning and organizing Clinics, Programs, etc., for the upcoming season.

SUPERVISORY RESPONSIBILITIES

Assists the Sr. Head Golf Professional in managing employees at both golf courses: Golf Shop, Starters/ Rangers and Outside Operations. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

College level course work and three years of related experience in a golf environment, including one year in a supervisory or lead position; or equivalent combination of education and experience. Possess Level 3 PGA apprentice in good standing; actively seeking Professional Golf Association (PGA) or Ladies Professional Golf Association (LPGA) membership.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and financial reports. Ability to respond to inquiries or complaints from customers. Ability to effectively present information to employee, management, customers, suppliers, public groups and the Board of Trustees.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. Level 3 PGA apprentice or higher in good standing; actively working toward membership in PGA or LPGA. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to

National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). Minimum of 18 years of age at time of hire. It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Very good organizational, supervisory, training, administrative and customer service skills; strong computer skills for Microsoft Office, data base, financial accounting, point-of-sale and other golf related applications; ability to play the game of golf; ability to deal with changing circumstances in a positive manner; ability to develop and maintain effective working relationships with a broad range of individuals and groups; ability to maintain composure when dealing with irate customers; and ability to work a schedule which includes weekends and holidays.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, risk of electrical shock and risk of radiation from the sun. The noise level in the work environment is usually moderate.