



Job Description

200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Golf Course Coordinator
DEPARTMENT: Golf Course
RATE CLASS: (NON-EXEMPT) Hourly Employee - Full Time
REPORTS TO: Golf Course Director
SHIFT: Sunday through Saturday. Shift times vary

EDUCATION: High School Diploma or GED required, some college course work is preferred.
SPECIAL SKILLS: Must possess a demonstrated ability to be dependable, organized, flexible, and service-oriented and function effectively in a fast-paced environment. Knowledge of golf preferred, but not required.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist the Golf Course Director in coordinating daily operations of Golf Course Pro Shop.
- Coordinates scheduling of pro shop employees and oversees their daily operations.
- Use Computer software and run cash register and able to perform closing paperwork.
- Coordinate membership billing, contracts, and correspondence.
- Coordinate inventory of pro shop supplies, including placing orders and reporting stock levels to Director.
- Facilitate excellent customer service, including answering customers inquiries, providing information, and addressing issues.
- Coordinate Marketing Plans, promotions, and activities with Director. Execute plans and special projects as directed.
- Assist with golf course tournaments and other outings at the course.
- Coordinate and assist in the development, implementation and monitoring of the department budget.
- Perform research and analysis; monthly performance reporting, calculate and analyze data to be used in periodic facility monthly reports.
- Maintain a clean Pro Shop.
- Provide administrative support to the Golf Course Director. Creates and maintains accurate and efficient filing systems.
- Maintain accurate cash and credit card handling procedures.
- Demonstrate good judgement in prioritizing work flow, addressing issues, and executing policies and procedures.
- Perform other related duties as assigned

OTHER DUTIES: This job description is intended to describe the general nature of work performed by the Coordinator and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: The incumbent for this position must maintain a neat, professional appearance at all times, must be able to lift supplies weighing up to 35 pounds and successfully complete a physical examination and drug testing given by a physician designated by the City of Freeport.

Mental: The incumbent for this position must possess an ability to work well with others, as well as the public in a busy office setting. Must be able to manage multiple priorities effectively.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date

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