

BGSU Recreational Sports Student Employment Job Position Description

Job Title: Golf Course Pro Shop Manager

- A. Main Purpose of the job:** The Forrest Creason Pro Shop Manager is responsible for overseeing the daily operations of the golf course in the absence of the Director and Assistant Director. In addition, they will supervise other student employees to ensure customer satisfaction.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Perform all tasks of attendants when necessary.
 2. Have complete knowledge of facility, services and operations.
 3. Complete tasks with self motivation.
 4. Work well with others in maintaining a customer friendly atmosphere.
 5. Enforce all policies and procedures of the pro shop area.
 6. Promote the mission of Recreational Sports.
- C. Additional duties (tasks performed occasionally):**
1. Maintain positive relationship with grounds crew.
 2. Execute other duties as assigned.
- D. Basic Qualifications:**
1. Strong customer service skills.
 2. Golf course experience preferred.
 3. Strong written and verbal communication skills.
 4. The ability to lift a minimum of 50 lbs.
 5. Certified in CPR-PR, AED.
 6. Certified in Standard First Aid training.
- E. Additional Information:**
1. Hours will vary and include weekend and evening shifts.