

**Town of Natick
Job Description**

Position Title:	Instructor (Golf) <u>part time</u>	PT Grade Level:	Premium - Non exempt
Department:	Sassamon Trace Golf Course	Reports to:	General Manager

Statement of Duties: Provide individual, semi-private, and playing golf lessons to players of all ages and abilities

Supervision Required: The employee works under the general direction of the General Manger of Sassamon Golf Course

Supervisory Responsibility: The employee is not responsible for the supervision of any employees.

Accountability: Errors and omissions in work could result in poor employee morale, monetary loss, missed deadlines, and legal repercussions.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, protocols, procedures, regulations or guidelines to apply to each case.

Complexity: Work consists of a variety instructions that generally follow standardized practices, procedures, regulations and guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or information involved, or sought, in a particular situation.

Confidentiality: Individual judgment and application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: The employee will be working in an outdoor setting. The position is subject to frequent weather changes including severe weather. In addition, the job requires use of office machinery (computers, printers, copiers, and other similar equipment). It also requires the use of a golf cart. The physical surroundings may be noisy and distracting but the working conditions are generally comfortable.

Nature and Purpose of Contacts: The employee will primarily work with the public, co-workers, and staff at Ssassamon Golf Course. Contact with the public is extensive and requires patience, courtesy, tact and diplomacy.

Occupational Risks: Failure to follow proper protocols and apply training could result in sun exposure, heat and cold exposure and severe weather.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provide individual, semi-private, and playing golf lessons to players of all ages and abilities
- Provide golf psychology to students
- Maintain emotional and physical safety of participants
- Provide excellent customer service, professional advice and assistance to all patrons
- Conduct oneself in a professional manner and maintain a professional image at all times
- Be informed about and promote all course activities and services

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- PGA Class A Member or 3 years minimum experience in teaching golf
- Exceptional interpersonal skills

Special Requirements:

- Must fill out a CORI & SORI form
- Must have a valid MA driver's license

Physical and Mental Requirements

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

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- Physical requirements are walking over hilly and grassy surfaces, ability to lift up to 30 pounds and swinging golf clubs
- Ability to stand for long periods of time

Motor Skills:

- Duties may involve close eye-hand coordination and physical dexterity while swinging a golf club.

Visual Skills:

- Ability to read, see and differentiate between colors.

This job description does not constitute an employment agreement between employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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*This position is classified as a part time position as outlined in the Natick Town By Laws- Article 24. Position does not have a guaranteed schedule and weekly hours could vary from 0 per week and not to exceed 1039 per year.