CHEROKEE METROPOLITAN DISTRICT

Internal & External Job Posting

Job Title: Assistant Golf Professional **Open Date: Nov 2, 2026**

Posting: 2026-12 **Close Date: UNTIL FILLED**

Salary Range: $55,000-$60,000/ANNUALLY D.O.Q.

Job Description:

The Assistant Golf Professional position will report to the Director of Golf and Head Golf Professional. Responsibilities include, but not limited to, serve the patrons of the golf course in a courteous and professional manner. Prioritize assignments, handle multiple tasks and work independently or as part of a team. Oversee part-time staff members in a variety of settings. Use interpersonal skills including a positive attitude, ability to solve conflict, give constructive feedback, as well as good verbal and written communication skills.

Essential Functions

Front of the House Operations:

- Provide excellent customer service to patrons of Cherokee Ridge Golf Course will be the most important aspect of the job.
- Tee sheet management: seven-to-ten-day outlook, regular tee times including times booked in advance for ALL league and tournament play, open and closed times and starter times.
- Schedule, supervise and evaluate golf operations and grill staff.
- Point of Sale system management along with required daily and monthly reporting, including monthly inventory and weekly cash deposit.

Back of the House Operations:

- Golf Shop Merchandising and Inventory control and budget allocation, including pre-book meetings with vendors.
- Pro shop appearance: merchandising, cleanliness and organization.
- Product knowledge for golf staff to increase their knowledge of the products we offer, enhancing customer service.
- Research and provide recommendations for equipment and soft good trends.
- Attend meetings and product knowledge demos as part of the buying team.
- Vendor Demo Day scheduling and execution.
- Re-gripping as well as other minor club work, including modification of the equipment as necessary and available.
- Assist the Head Golf Professional with talent acquisition for all areas of the clubhouse.
- League and tournament operations. Men's, Senior Men's and Ladies League events including scheduling, scoring and payouts as defined by each group's bylaws.
- Assist the Director of Golf and Head Golf Professional with management of the Grill and cleanliness of the clubhouse.
- Oversee Grill operations and all related part-time staff members.
- Support Grill staff scheduling and all aspects of inventory management.

- Support all Grill expectations, including but not limited to:
  - Food Quality
  - Customer Service Quality
  - TIPS Compliance
  - Beverage Cart
  - Inventory
  - Cleanliness
  - Programming
  - Training and Consistency

Knowledge, Skills and Abilities

- Strong computer skills, including proficiency in Microsoft Excel and Word to create and update spreadsheets and forms
- Ability to perform mathematical calculations related to job responsibilities
- Ability to read, speak, and write the English language
- Excellent interpersonal skills & communication (written & oral)
- Outstanding customer service skills
- Conflict resolution and problem-solving techniques
- Ability to work in stressful situations, under time constraints and lead others in a team environment
- The ideal candidate will be self-motivated with an enthusiastic, team-oriented attitude

Education and/or Experience and Qualifications (Required)

- High school diploma or equivalent.
- Minimum two years of vocational or industry training in a specifically golf or high-volume retail related program or organization.
- Computer Skills – Knowledge of Microsoft Office Suite, tournament and event software.
- Cash handling and counting change.
- A combination of experience and education may be considered.

Preferred Experience and Qualifications:

Preferred consideration will be given for the following:

- Bachelor's degree in a related field would be preferred.
- Minimum two-years' experience in a golf operation with supervisory duties.
- Teaching experience in the game of golf.
- A minimum of three years in a high-volume retail sales environment, preferably golf, with progressive responsibility during that time.

Licenses, Certifications and Other Requirements

- Valid Driver's License.

- A PGA member in good standing, or eligible Associate PGA Professional, capable of attaining a Class A membership in the PGA of America within the timeline provided by the program.
- Must pass pre-employment drug screen and background check.

Necessary Knowledge, Skills and Abilities:

- Knowledge of all aspects of a golf course operation.
- Ability to handle cash flow with accuracy, in adherence with established procedures.
- Knowledge of modern office procedures, methods and general equipment.
- Must be highly motivated and take direction well with excellent interpersonal and communication skills, both written and verbal.
- Ability to work independently and with a team in a fast-paced and high-volume environment, with an emphasis on accuracy and timeliness.
- Ability to provide outstanding customer service and get along with co-workers, patrons and supervisors and interact with employees and vendors in a professional and friendly manner.
- Ability to assist with and communicate concerns about programs, facility and staff.

Attractive Benefits Package

- 100% Employee medical, dental and vision coverage (choice of plans after 30 days)
- 75% Spouse and Dependent medical, dental and vision coverage (choice of plans after 30 days)
- 457 deferred compensation retirement plan with 8% company contribution, no employee match required
- 30-day vesting
- 13 paid holidays
- Paid vacation (accrual begins after 90 days)
- Paid sick leave (accrual begins upon start)
- Cherokee promotes career development and provides opportunities to grow professionally through development of technical knowledge and skills delivering challenging projects.

Additional Information

FLSA Status: Exempt
Supervisory Classification: Yes
Probationary Period: 90 days

This job description is not intended to list every function of the position, does not constitute an employment agreement or contract, and is subject to change. It is not intended to limit management's rights to assign, direct and control the work of employees under their supervision and explicitly implies other duties as required.

Work is performed primarily indoors but can be outdoors and requires the ability to drive. Frequent interruptions, by both customers and other employees, are a part of daily duties. Work environment is high paced. Position requires employee to work on weekends, holidays and evenings. Occasionally lifts more than 50 lbs. May work alone or as part of a crew.

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Internal & External Job Posting

To ensure the safety of the public and reduce the risk for loss, background screenings and pre-employment drug testing are completed on applicants selected for employment. This position is subject to a screening process including but not limited to criminal history search, reference check, degree and employment verification, motor vehicle record check and ongoing, random drug screening.

Interested applicants should submit an application, resume and letter of interest to Human Resources, **no later than 5:00pm on the close date.** Applications are available online at www.cherokeemetro.org or by contacting Human Resources Administrator, Connie Hughes (chughes@cherokeemetro.org). Applications are also available at the District's office located at 6250 Palmer Park Blvd. Résumés will not be accepted in lieu of an application and applications submitted via job search websites do not satisfy the requirement to complete the application found at www.cherokeemetro.org.

The Cherokee Metropolitan District is an Equal Opportunity Employer