



The First Tee of Greater Richmond at the Elson Redmond Memorial Driving Range
Job Description - Pro Shop Attendant

The mission of The First Tee of Greater Richmond is to impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

The Pro Shop Attendant reports directly to the General Manager and is responsible for greeting customers as they arrive at the facility. The Pro Shop Attendant is responsible for facilities fees, supporting inventory sales, and facility professional appearance.

The Pro Shop attendant is expected to work flexible hours and often on weekends and some holidays. Hours are also dependent on the weather, as the facility closes and the employees are sent home when weather prevents operations.

Key Responsibilities:

- Greets and positively interacts with all visitors, parents, and patrons
- Answers phone calls to provide information and take messages as necessary
- Helps maintain a professional appearance of the facility at all times
- Cleans and stocks restrooms
- Helps customers with inventory purchases and inventory questions
- Oversees basic use of the course by customers
- Keeps the Director of Golf informed of issues, questions, or complaints.
- Picks range balls as needed

Requirements:

- Must pass a background check
- Basic mathematical skill; ability to handle money and make change
- Interpersonal skills a must
- Positive and professional demeanor; must be a team player
- Ability to lift 50 pounds
- Golf knowledge preferred but not required

Interested applicants can apply by clicking the “Chapter Employment Application” link on The First Tee of Greater Richmond’s website (www.thefirstteegreaterrichmond.org) under “Employment Opportunities” or by clicking this [link](#).