

**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Volunteer Captain, Golf Maintenance	<b>BAND/LEVEL:</b>	NE 00
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	VOL130
<b>DIVISION:</b>	Golf Maintenance	<b>DATE:</b>	02/08/2018
<b>REPORTS TO:</b>	Golf Professional	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Part-Time / Seasonal	<b>COST CENTER:</b>	532/533
<b>REPLACES:</b>	N/A	<b>LAST REVISED DATE:</b>	N/A

**JOB SUMMARY STATEMENT:** Assists the Golf Professional in the on site management of players on the golf courses including Tee Management, Driving Range supervision and on course Player Assistant. Monitors the activities of all golfers to assure compliance with course rules and the safety of all golfers.

**DUTIES AND RESPONSIBILITIES:**

1. Greet golfers and check tee times and see that they begin their round on the assigned hole and at the correct time.
2. Communicate the pace of play, rules and any special conditions on the course.
3. Monitor those hitting on the driving range to assure they are hitting from the area designated for that day and all shots are hit in a manner to remain within the fenced driving range area.
4. Repair minor turf damage on the course such as putting sand in divots and repairing ball marks on the greens.
5. Assure that all supplies and equipment are in the player assistant golf cart prior to going out on the course.
6. Monitor the fuel level on the player assistant golf cart and add fuel as needed.
7. Move throughout the holes assigned to monitor golfers and assure that course and safety rules are followed.
8. Assist golfers in finding lost balls and encourage all golfers to maintain an acceptable pace of play.
9. When informed that inclement weather is approaching notify all golfers of the conditions and the anticipated arrival time of the storm.
10. Clear the golf course when informed that dangerous weather conditions have arrived and at the end of the day.
11. Inform the golf professional of any unusual or unsafe conditions observed on the golf course.
12. In case of a medical emergency, ensure that 911 is called. Notify the clubhouse of the situation and location and provide first aid until emergency responders arrive.
13. Schedule volunteers on their team.
14. Make job assignments for their team members.
15. Supervises volunteers assigned to their team.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic High School education or equivalent.

### EXPERIENCE:

- None.

### SKILLS:

- Self-motivated.
- Good oral communication skills.
- Good computer skills.
- Problem solving skills.
- Reading and math skills.
- Good memory skills.
- Interpersonal and customer service skills.

### MENTAL REQUIREMENTS:

- Ability to read, comprehend and remember golf course rules, City policies and procedures and the rules of golf.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Ability to learn and operate certain aspects of the tee time reservation system.

### PHYSICAL REQUIREMENTS:

- Ability to stand, stoop, reach and bend.
- Ability to make and receive phone calls.
- Ability to make and receive radio calls.
- Ability to identify and distinguish colors.
- Exposure to extreme temperatures.
- Ability to work in inclement weather.
- Ability to pick up the flight of a golf ball hit in the direction of the volunteer and ability to see that a golfer is preparing to hit a ball from 200 yards away.
- Ability to see well in low light conditions.
- Ability to stand and walk on uneven terrain.
- Ability to lift 30 pounds and transport 10 feet.
- Ability to push/pull 20 pounds.

### SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Supervises five to seven volunteers assigned to team.