



EMPLOYMENT OPPORTUNITY

Golf Services Aide

Multiple Positions Available

Salary: \$15.08 - \$21.30 Hourly

Job Type: Seasonal

Department: Parks & Recreation – Golf Course

Benefits: No Benefits

Position pending Council approval

The Position

Under direct supervision, assists in conducting activities and programs in connection with the Town's municipal Golf Course and Pro Shop; provides responsible customer service to program participants; assists with the maintenance of the golf course cart fleet; performs other duties as assigned.

Job Functions

- Greets and assists members of the public when they arrive to the golf course.
- Assists with answering questions from the public regarding gold course programs and services either in person or over the phone.
- Maintains the condition of golf carts with specific attention to their cleanliness and appearance.
- Communicates the need for supplies necessary for day-to-day operations of their given areas.
- Follows procedures for proper opening and closing of the cart and range operations.
- Assists with Pro Shop operations and sales.
- Assists with day-to-day golf reservations by reserving tee times and lessons, check-in customers, and receiving payments.
- Performs other duties as assigned.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade AND a minimum on one (1) years' experience in customer service. Must be available for weekend, holidays, and shift work. Experience in a retail setting and knowledge of golf operations is highly desired.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Thursday, May 26th, 2022, at 5:30 pm**. Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.