



**Pro Kids Golf Academy, Inc.
PRO SHOP MANAGER**

POSITION TITLE: Pro Shop Manager
DEPARTMENT: Pro Shop
LOCATION: City Heights
SUPERVISOR: Director of Golf
STATUS: Full-time, Non-Exempt

SCHEDULE: 40hr/week; Must be available on Weekends
SALARY RANGE: \$14-\$18/hr.
CLOSING DATE: Open until filled

Founded by former AFL/NFL player Ernest H. Wright, Sr. and incorporated as a 501(c)(3) public charity in 1994, Pro Kids, The First Tee of San Diego, is a leader in providing underserved youth in San Diego County opportunities through positive life-changing experiences. Pro Kids challenges youth to excel in life by promoting character development, life skills, and values through education and the game of golf.

Pro Kids | The First Tee of San Diego is a committed community of excellence through our shared values of:

- Perpetual Growth
- Integrity
- Building Community
- Good Stewardship
- Compassionate Communication
- Embracing Challenge

Pro Kids | The First Tee of San Diego has two primary program campuses in City Heights & Oceanside.

Position Summary: Reporting to the Director of Golf, the Pro Shop Manager provides day-to-day leadership to the supervision, operation and presentation of the Pro Shop and Pro Shop Attendants. With direction and support from the Director of Golf, this position will promote an environment of excellent customer service, enforcement of policies and procedures, responsible fiscal management, as well as supervision of general golf program operations. This position will uphold policy implementation and safety of Pro Kids programs, as well as assisting Pro Kids in accomplishing the mission of their strategic plan by ensuring that all aspects of the golf operations, programs, facilities, and services are being performed in a professional and responsible manner.

Duties and Responsibilities:

- Leads and manages Pro Shop team to ensure customer satisfaction and successful program operations
- Assists in management of fiscal and material resources responsibly and intentionally
- Assures staffing levels and coverage are appropriate to meet Pro Shop needs
- Promotes positive employee relations while upholding policies and procedures
- Creates a positive and safe environment for personal, social and athletic growth

- Assists in hiring, training, and retention of Pro Shop staff
- Provides oversight of the Pro Shop sales and inventory
- Oversees Pro Shop sales and golf course marketing and social media to maximize revenue
- Maintains relationships with golf related partners
- Organizes and maintains systems for running daily reports, documentation and record keeping
- Interacts with participants in a positive manner while being consistent, fair and treating everyone in the program with dignity and respect
- Acts as role model, complying with policies and procedures at all times including professional appearance and demeanor
- Communicates in a positive and effective manner with all participants, school officials, families, community members, team and co-workers
- Complies to systems for follow through for general housekeeping of the clubhouse space
- Collaborates and coordinates with City Heights and Oceanside program managers as needed
- Collaborates and coordinates with City Heights and Oceanside golf professionals as needed
- Receives and manages donated golf apparel and equipment
- Attends and engages in all required meetings and trainings
- Supports overall Pro Kids activities, events and programs as needed

Education, Knowledge, Skills, and Abilities:

- Associates Degree in Business Management, Sports Administration, Education, recreation fields or equivalent experience
- Exceptional communication, fiscal management and managerial skills
- Experience with management and positive discipline in youth programs
- Charismatic, personable, and motivating in working with youth and volunteers
- Ability to relate to children and adults in a professional manner
- Experience in working with a diverse community
Experience working with nonprofits, preferred
- Strong communication and interpersonal skills that apply to dealing with staff, children and donors
- Must be highly dependable
- Visual and auditory ability to respond to critical incidents and the physical ability to act in an emergency situation
- Bilingual (English/Spanish) highly desirable
- Proficient in basic computer skills, including MS Office

Physical Requirements and Work Environment: Work is performed on a golf course with a moderate noise level; employee will occasionally work at a computer station and operate electronic equipment; regularly communicate by telephone and in-person with staff and other professionals; occasionally lift, carry and position objects weighing

up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualification and Training Requirements (within 30 days of employment):

- Completion of Child Abuse Prevention training
- CPR, First Aid; AED Certification

Prior to reporting to work:

- Clear background check
- Clear DMV record check

Eligible benefits include health, dental and simple IRA match.

Pro Kids provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

Please email your cover letter and resume to Viri Mendoza at pkcareers@prokidsonline.org.