



*Spring Run*

## RANGER JOB DESCRIPTION

**Position Concept:** The Ranger assists with directing the flow of traffic on the course, enforcing facility rules, assisting customers with course etiquette, alerting management to any golf course problems, promoting the facility and its events and assisting players with any on-course problems.

**Supervised By:** \_\_\_\_\_

**Specific areas of responsibilities: (check those that apply)**

- |  |  |   |                                |
|--|--|---|--------------------------------|
| <input type="checkbox"/> Shop assistants           | <input type="checkbox"/> Merchandising         | <input type="checkbox"/> Player development     | <input type="checkbox"/> Other |
| <input type="checkbox"/> Outside services          | <input type="checkbox"/> Tournaments           | <input type="checkbox"/> Men's and Women's club |                                |
| <input type="checkbox"/> Starters/Player Assistant | <input type="checkbox"/> Group events/ outings | <input type="checkbox"/> Handicap System        |                                |

### **Prioritized Keys to Successful Performance**

**#1 Experience in Golf Operations Helpful**

**#2 Valid Drivers' License**

**#3 Ability to lift and carry up to 50 Pounds**

**#4 Background as a Golfer Helpful**

**#5 Customer Service a Must**

**#6 Ability to Converse with the Membership**

### **Specific Responsibilities – Include but not limited to:**

- Check with the Golf Shop for any Special Instructions for the Day
- Make sure you have a working radio and a tee sheet
- Check ranger cart for all supplies for the day
- Make sure you get all cart numbers from the starter for the day
- Move around the Course in Reverse order Hole 18 back to Hole 1
- Make sure that Restrooms on the Course are adequately supplied
- Pick up any trash that you see
- Report in every 25-30 minutes, even if there is nothing to Report
- Assist the Outside Staff during shotgun events and when needed
- Assist in maintaining Golf Course condition by promoting use of divot repair sand, ball marks, and bunkers being raked.
- Enforcing facility rules and regulations
- Promote the facility programs, events, and image to the members of the facility at all times
- Implementing the Flag policy regarding the pace of play and notifying the Golf Shop before moving a group.
- Update the Tee sheet throughout the Day and notify the Golf Shop of any changes

- Assists the golf shop by relaying any information regarding the course to the members
- Turn in Tee Sheet with Radio to the Golf Shop at the end of scheduled shift

#### Knowledge, Skills and Traits

- Understanding the Spring Run Mission Statement
- Understanding the Golf Operations Mission Statement
- Customer Service oriented and be able to provide Superior Customer Service
- Able to communicate well with members
- Able to keep a well-tempered attitude and work well under pressure
- Maintain High Visibility with the Membership on the Course
- Must be in compliance with and actively support a Drug Free Workplace

**NOTICE: Employers may consider adding the following optional components to this document.**

- Work experience and/or education requirements
- Qualifications/ certifications/ licensures
- Working conditions
- Typical physical demands
- Equipment operated
- Exemption classification
- Confidential data available to employee
- Compensation information