



## GOLF COURSE MARSHAL

### Job Description

Job Title: Golf Course Marshal

Reports to: Superintendent, Executive Director

FLSA Status: Non-exempt

Job Type: Part-time/seasonal

Prepared by: First Tee – West Texas Board of Directors

Prepared date: January 2024

First Tee – West Texas seeks a part-time Golf Course Marshal to help manage the flow around the course and provide quality customer service. Most work will occur during high school practice play, program practice play, and recreational play. Occasions for work during tournament play at the course will be infrequent.

Duties will include some or all of the following:

- Respond to golfers' questions, requests, and concerns and do so in a friendly, helpful manner
- Direct golfers around the course if they are unfamiliar with the layout
- Inform players of course conditions and local rules
- Inform golfers about course policies and let a golfer know when they might be in violations of a course policy
- Drive the golf course to ensure groups are following rules/policies and maintaining speed of play
- Try to mediate any disputes that may arise between groups
- Look for opportunities to care for the course
- Look for opportunities to help the pace of play
- Monitor water stations and course cleanliness
- Assist other staff as needed
- Always maintain a clean and neat appearance while on duty and adhere to the dress code

### Golf Course Maintenance Worker Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

High School Diploma or equivalent



### Language Skills

Ability to read, write and communicate with golfers, guests, employees and the general public.

### Reasoning Ability

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

### Certificates, Licenses, Registrations

Driver's License

### Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

### Working Conditions

The Course Marshal is expected to work in a variety of weather conditions, including cold or hot temperatures, and varying degrees of precipitation.

### Work Schedule

This position is primarily weekday afternoons/evenings and weekends.

### Personal Knowledge, Skills, and Abilities

Personal Accountability

Communication

Job Performance

Leadership (Non-Supervisory)

### Background Check Required

Yes

### For Inquiries

If you are interested in this position, please call Executive Director Liz McCormick at (432) 556-5542 or send an email to [liz@firstteewesttx.org](mailto:liz@firstteewesttx.org)



#### Disclaimer

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a complete or exhaustive list of duties, responsibilities, or qualifications. The City of Osawatomie reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.