



POSITION DESCRIPTION  
**GOLF COURSE RANGER**

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**PURPOSE, SCOPE AND WORKING RELATIONSHIPS:** The Golf Course Ranger ensures an orderly flow of play onto the golf course while enforcing all club rules and providing assistance to members and guests. Responsible for providing the highest level of professionalism and customer service. This position is a seasonal position and is normally employed for six months between April and September.

Reports to: Golf Course Superintendent

Supervision: None

FLSA Status: Non-exempt

**DUTIES AND RESPONSIBILITIES:**

- Start playing groups from the first tee ensuring groups get out in the correct order at their tee time.
- Understand pace of play, outside beverage and course conduct policies and hold players accountable to these policies while on the premises.
- Communicate to groups and players in a respectful manner.
- Assist with leagues and tournaments.
- Ensure that patrons are satisfied with the golf experience. Provide excellent customer service on the golf course.
- Answer questions regarding services and products the golf course provides.
- Communicate with Clubhouse and Grounds employees and other starter/ranger on pace of play and any course issues during shift.
- Sets up, rotates, puts away, and washes all golf carts; and ensures all carts are charged/fueled.
- Cleaning and maintaining driving range area by picking-up golf balls using range picker, picking-up baskets and cleaning and sorting range balls.
- Locate and collect range balls that are hit off the main area.
- Remove trash from the driving range and course.
- Sound warning alarm for inclement weather to alert golfers to seek shelter.
- Perform various duties as assigned by management.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to provide excellent customer service.
- Knowledge of City policies, procedures, programs, rules and regulations.
- Knowledge of the basic game of golf.
- Ability to do work in a wide range of working conditions, especially outside during inclement weather.

- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with superiors, subordinate staff, City Council, other external agencies, and the public.

**MINIMUM REQUIREMENTS:**

- Must be 16 years old or older.
- Must be able to work evenings, weekends, and holidays.
- General knowledge of golf course operations.