



1685 West Higgins Road
Hoffman Estates, Illinois 60169

heparks.org t (847) 885-7500 f (847) 885-7523



EMPLOYMENT OPPORTUNITY

Job Title: Seasonal/Part-Time Player Assistant

Salary: \$8.25/hour

Hours: Will vary, but not to exceed 30 per week

Closing Date: open until filled

Location: Bridges of Poplar Creek C.C.

1400 Poplar Creek Drive, Hoffman Estates, IL 60169

Website: www.bridgesofpoplarcreek.com

Qualifications/Duties:

- Uphold and enforce all rules and regulations of Bridges of Poplar Creek Country Club.
- Communicate information via hand-held radio to other rangers, starters, cart personnel as well as to the pro shop staff.
- Involved in the coordination and administration of all daily play, outings, tournaments and special events.
- Regulate pace of play on the course.
- Be available to the Golf Operations Manager for other specific duties.
- Active in the condition and cleanliness of the golf course, golf carts and surrounding areas.
- Be familiar in opening and closing duties e.g. locking the tunnel gate, checking water coolers, emptying garbage, cleaning, washing and parking carts.
- Responsible for starting of groups at given tee times, have the ability to multitask with groups for playing purposes
- Treat every customer with courtesy, respect and friendliness.
- Ensure the safety off all external/internal customers and the protection of the Park District property.
- Have knowledge of the course daily status report and communicate the information given to all customers.
- Assist the customer in any way needed to make their experience as positive as possible.
- Be able to withstand 4 to 5 hours a day on your feet and ability to work outside in all weather conditions

Qualifications: Education / Experience: High school diploma or equivalent. Prefer to have golf related knowledge.

Please submit Hoffman Estates Park District employment application and/or resume online via the career opportunities page on the District's website: www.heparks.org. If unable to apply online, please submit application and/or resume to Eric Leninger, Human Resource Manager. Email: Eleninger@heparks.org
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