



IVGID Job Announcement

IVGID is currently accepting applications for an **Assistant Golf Professional/Tournament Coordinator – Mountain Course**. This is a seven-month, seasonal manager, salaried (exempt) position with the Community Services/Golf Team.

Compensation: \$2,152-\$3,013 bi-weekly salary, DOE/DOQ

Benefits: During active employment receives:
Medical, Dental, Vision, Prescription insurance
Short-Term Disability insurance
Section 125 Flexible Spending Plans
Vacation & Sick Leave
Recreation & Food Discount privileges

How to Apply: Create a profile, submit online application (attach resume) at www.yourtahoeplace.com/jobs
In-person drop-off application (with resume) to the Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).
jobs@yourtahoeplace.com 775-832-1100

Deadline to Apply: Open Until Filled
We are an Equal Opportunity Employer

Date Posted: 03/11/2026

SUMMARY

Coordinates all tournaments and group outings at the District's Mountain Golf Course including charities, locals and out-of-area groups, and allocates tee sheets and tee times. Acts as Manager on Duty providing supervision for Pro Shop, Intern, Course Ambassador and Outside Services staff by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent service to all internal and external customers and business partners.
2. Oversees daily Mountain Course operations as a working supervisor. Coordinates all aspects of tournaments upon receipt of a signed contract, including client communication, up-selling, pairings and scoring. Communicates daily with staff and departments, maintaining event documentation with updates through the tournament or event date.
3. Updates Mountain Course tee sheets and manages tee-time allocations by inputting into the point-of-sale (POS) system. Allocates tee-times among local golf clubs, passholders, residents, non-residents, charities and outside groups in accordance with District Board policy.
4. Checks-in golfers, club members and tournament groups when required; calls golfers to the No. 1 and 10 tees.
5. Operates the POS system to process pro shop transactions, including cash or credit card payments, provides accurate change and applies authorized discount program as appropriate.
6. Records special account charges for resident, club member and local lodging suppliers, etc. Maintains reports for tracking club activity, complimentary play, employee play, standby play and other activity.
7. Develops, updates and distributes an event calendar in the POS system to ensure all departments are informed of upcoming events.
8. Coordinates tee prize orders with the District Merchandiser, ensuring advance communication and timely completion of required paperwork, logos and follow-up.

9. Reviews and approves tournament rings including changes to player count, billing and final group purchases.
10. Greets or ensures groups are greeted upon arrival, oversees tournament services and remains visible at Mountain Niner events to announce and score as needed.
11. Conducts post-event follow up by phone or written thank-you to assess satisfaction, identify improvements and promote future bookings.
12. Develops tournament procedures and ensures staff are trained on all event-related duties and responsibilities.
13. Responds to and resolves customer inquiries and complaints; interfaces with customers to promote customer service and satisfaction.
14. Works with the 1st Assistant and Golf Operations Manager to plan and organize seasonal events and contacts booked groups to introduce services, gather event details and maintain group files for documentation and future reference.
15. Inputs and/or monitors employee time & pay records using an automated system. Ensures records are accurate each pay period.
16. Follows all safety procedures and guidelines; ensuring staff is also trained to follow procedures.

SUPERVISORY RESPONSIBILITIES

When Manager on Duty, manages seasonal lead employees who supervise Golf Shop, Intern, Course Ambassador and Outside Services staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be qualified 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 general education degree (GED) and four years experience in a customer service environment including one year of successfully coordinating and scheduling special events or programs, with a working knowledge of the game of golf and golf course operations; or equivalent combination of education and experience. Experience as a PGA Professional or as a PGM Intern in golf operations preferred.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and financial reports. Ability to write reports, business correspondence and procedure manuals. Ability to respond to inquiries or complaints from customers. Ability to effectively present information to employees, management, customers, suppliers, public groups and the Board of Trustees. The duties and responsibilities of this position necessitate the use of a cellular phone for District business reasons.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, rate, ratio and percentages. Ability to handle and balance currency in the POS including balancing deposits, banks and registers.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. To qualify as a PGA Assistant, must be enrolled with Professional Golf Association (PGA) of America and successfully complete the PGA playing ability test. Successful completion State of Nevada/Federal

background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Excellent organizational, communication and guest service skills; ability to complete work with a high degree of accuracy and attention to detail; very good computer skills for Microsoft Office, spreadsheet, point of sale and email applications; ability to prioritize work and meet deadlines; ability to function effectively in a highly political environment; ability to maintain composure when dealing with irate customers; ability to handle cash accurately, honestly and safely; ability to up-sell and work effectively with a variety of departments; and ability to work a schedule which includes weekends and holidays.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, high, precarious places; fumes or airborne particles, and risk of radiation from the sun. The noise level in the work environment is usually moderate.