



**Assistant Golf Professional Job Opening at Carson Valley Golf Course**  
**Experience All Aspects of Golf Operations in Beautiful Gardnerville, Nevada**

Carson Valley Golf Course, nestled in the picturesque town of Gardnerville, Nevada, is seeking a passionate and motivated individual to join our team as an Assistant Golf Professional. This year-round position offers a unique opportunity to learn and experience all facets of golf operations at a very busy public course near the stunning Lake Tahoe area.

About Carson Valley Golf Course:

- Established in 1965, Carson Valley GC has been a local favorite for its friendly atmosphere and affordable play.
- Voted Carson Valley's Favorite Golf Course since 2003, the course boasts multiple tee options and breathtaking vistas, providing enjoyment for golfers of all skill levels.

This position reports to:

Manya Brooks General Manager/Tom Nelson PGA Life Member

Responsibilities:

- Assist the Head Golf Professional in managing the day-to-day operations of the facility.
- Ensure complete customer satisfaction through exceptional service and attention to detail.
- Oversee golfer check-in, payments, and tee sheet management.
- Handle opening and closing procedures.
- Organize and manage tournaments and weekly events, including planning, contracts, billing, promotion, course set-up, scoring, and prize distribution.
- Maintain the club's USGA Handicap System and oversee merchandise inventory.
- Assist with planning and budgeting for golf operations.
- Schedule employee work calendars.
- Collaborate and communicate effectively with the Golf Course Superintendent regarding golf activities.
- Maintain a professional demeanor and always uphold the course's image.

### Qualifications:

- Service-oriented and passionate about delivering outstanding customer service.
- Fundamental knowledge of the game of golf and its rules.
- Commitment to pursuing PGA membership through the PGA PGM program.
- Strong leadership skills and ability to serve as a role model for fellow employees.
- Excellent communication and interpersonal skills.
- Strong organizational, planning, and prioritization skills.
- Self-motivated with a passion for promoting and marketing the course.
- Proficiency in computer applications.

### How to Apply:

If you are eager to learn, grow, and contribute to a vibrant golf community, we encourage you to apply! This position offers the chance to gain valuable experience in all aspects of golf operations while working in a beautiful setting.

Please submit your resume and cover letter to [golf@carsonvalleygolf.com](mailto:golf@carsonvalleygolf.com) or in person at 1027 Riverview Drive, Gardnerville NV. We look forward to hearing from you!

### Additional Information:

- Starting salary is commensurate with experience.
- Benefits package available.
- Opportunity to work in a fun and dynamic environment.

Don't miss out on this exciting opportunity to be part of a successful and respected golf course!

Carson Valley Golf Course  
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[www.carsonvalleygolf.com](http://www.carsonvalleygolf.com)