



# BISMARCK PARKS AND RECREATION DISTRICT

## **JOB DESCRIPTION**

### **JOB INFORMATION**

**Title:** Dakota Junior Golf- Lesson Helper  
**Classification:** Part -Time Employee - Non-Exempt  
**Salary Range:** \$9.00-12.00/Hour  
Salary adjustments are determined on an annual basis by the Board of Park Commissioners  
**Supervisor (s):** Dakota Junior Golf Association Full-time Employees

### **JOB SUMMARY**

To assist lead instructors in teaching the game of golf to juniors while maintaining a safe and fun learning environment.

### **RESPONSIBILITY/ACCOUNTABILITY**

Worker is directly accountable for own actions or inaction.

Worker is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

### **JOB DUTIES AND TASKS**

*The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.*

### **ESSENTIAL FUNCTIONS**

Must have the ability to understand and enforce the rules and regulations set by the Bismarck Park District with firmness and tact. Understand, interpret and communicate policies, procedures and accepted standards of parks and recreation facility operation.

Ability to work varied hours to include early mornings, days, and evenings to include weekends and holidays and arriving to work on time and staying until end of shift.

Responsible to understand and follow the standard operating procedures outlined in the employee manual.

Ability to establish and maintain positive and effective working relationships with facility staff, groups, associations, and individuals.

4/6/2020

Worker will assist individuals and groups as needed within the policies and procedures of the Bismarck Park District representing the Bismarck Park District in a positive manner at all times.

### **JOB SPECIFICATIONS**

Help keep your group together as you move from check-in area to the lesson area you are designated to go to

Help students understand what the lead instructor is explaining to them.

At lesson area make sure students receive appropriate equipment, the right club and the right size.

Make sure students are at a safe distance from one another as lead instructor explains the actions for the day.

When changing stations, make sure students keep their own equipment and make sure that the DJGA equipment is cleaned and put back in an orderly fashion.

When hitting balls make sure the students are staying safe and are not close enough to where anyone can be hit with a golf ball or golf club

When lessons are over make sure the students take all their equipment home and are united with their parents or their ride.

### **OTHER DUTIES**

Greet the juniors in a friendly manner

Always make the juniors feel safe

Learn the junior's name and make their experience on the lesson tee better – anticipate needs, identify rents, and provide solutions to issues that may arise

Treat all juniors with respect, learn their names, identify habits on days they arrive and anticipate their requirements before they arrive.

Be efficient - help everyone as best as possible within public facility standards.

Ability to prepare written reports, including accident/incident reports and to report problems and repairs to proper person.

Requires a positive attitude and effective cooperation with the many user groups that are partners with the Park District as well as other Bismarck Park District Divisions.

### **WORKING CONDITIONS**

Staff uniforms are required during all shifts. Worker is responsible for personal neatness and attire.

4/6/2020

Worker is required to be on time. Absences must receive prior approval of supervisor.

Work is primarily outdoors. However, must be able to work in all weather conditions and is subject to frequent interruptions.

Keep lesson areas clean, stocked with range balls, and have appropriate equipment available for lessons.