



Job Title: Golf Course Ranger/Starter
Department: Facilities
Classification: Part-Time, Non-Exempt
Salary Range: Hourly
IMRF Position: No

POSITION FOCUS

Under the general direction of Assistant Golf Professional, the Golf Course Ranger/Starter is responsible for ensuring all patrons are complying with rules of the golf course and for ensure an appropriate flow of play. Golf Course Range/Starter is also responsible for the upkeep of the driving range.

SUPERVISORY RELATIONSHIPS

Reports directly to the Assistant Golf Professional and indirectly to the Head Golf Professional.
Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Enforce the rules and regulations of Palatine Hills Golf Course, including rules and etiquette to prevent abuse to the golf course and to promote optimal quality of play for the patrons.
2. Start golfers as dictated on the starting time list.
3. Maintain course standard pace of play by monitoring golfers and assisting those that are behind in improving their pace of play.
4. Interact with customers in a positive, professional, and friendly manner.
5. Maintain a neat and orderly appearance in accordance with designated dress code.
6. Responsible for cleaning and refueling golf carts.
7. Knowledge of golf course policies and procedures and ability to education and enforce them positively with customers.
8. Operate golf ball picker in a safe manner to retrieve golf balls on driving range.
9. Keep diving range neat and orderly, remove trash, retrieve baskets, wash range balls, fill ball dispenser and sweep range shed as needed.
10. Perform any other similar or related Park District duty as required or assigned.

SECONDARY RESPONSIBILITIES

1. Provide quality internal and external customer service to all park district staff.
2. Attend all required trainings and safety meetings.
3. Perform the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
4. Report all hazards and incidents immediately to supervisor and or Superintendent of Facilities.
5. Exhibit regular and punctual attendance. Notify supervisor a minimum of 48 hours of a shift schedule change.
6. Maintain a neat and orderly work environment.

EDUCATION, EXPERIENCE, AND TRAINING

- High School Diploma, GED; or equivalent



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- 2 years customer service experience preferred.
- Must have a valid drivers license and approved driving record.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements.
- Attain within one (1) month of employment and maintain valid Adult & Child CPR/AED certification.
- Ability to work harmoniously and maintain effective relationships with supervisors, fellow employees and patrons.
- Ability to work independently under general direction of assigned Manager or Supervisor.

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- Hours vary dependent on schedule and weather conditions. Evening and weekend hours are required.
 - Additional hours may be required to meet deadlines or for District events.
- General work area is an outdoor, smoke-free environment, weather conditions with some extreme heat days in summer and cold days in spring and fall.
- May potentially walk on all types of surfaces including, but not limited to, uneven ground, inclines, mud, snow, and ice.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Intermittent periods of standing and sitting.
- The ability to observe details at close and far ranges.
- Frequently moves items weighing up to 25lbs. and infrequently moving items 50 lbs. for various needs.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of



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backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Assistant Superintendent/
Superintendent Name: _____

Assistant Superintendent/
Superintendent Signature: _____ Date: _____



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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____