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JAMESTOWN
NORTH CAROLINA

# EMPLOYMENT OPPORTUNITY

## Golf Shop Attendant – Part Time

The Town of Jamestown is seeking a Golf Shop Attendant that will offer friendly and expedient service to guests.

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| **Position Type:** | Part time |
| **Start Date:** | |
| **End Date:** | Open until filled |
| **Deadline for Resumes:** | Open until filled |
| **Education Required:** | Minimum High School Diploma or equivalent |
| **Schedule:** | Up to 20 hours per week, possible shift work |
| **Send Application Via:** | Mail or Email |
| **Resume Delivery Instructions:** | Applications for general employment can be obtained online or completed and submitted at Jamestown Town Hall, 301 East Main St., Jamestown, NC 27282. |
| **Compensation:** | $13.00 plus golf privileges |

Qualifications, Experience and Skill Requirements:

- Have a general knowledge of the rules, playing techniques and etiquette of golf;
- Must have a friendly and positive personality;
- Possessing excellent interpersonal and customer service skills are essential;
- Must be a minimum of 18 years of age;
- Must be dependable and have a strong work ethic;
- Have a valid North Carolina driver's license.

Position Responsibilities and Requirements:

- Provide customer service; answers the telephone;
- Schedule tee times, accommodating golfing public as fairly and efficiently as possible;
- Collect applicable fees at player check-in;
- May act as a "Ranger" on the golf course to ensure fair and steady play;
- Schedules golf lessons as requested;
- Maintain inventory and gets orders ready for restocking merchandise.

*This position will be open until filled. Submit completed Town application to: Town of Jamestown, 301 East Main St., Jamestown, NC 27282 Attn: Human Resources*

**The Town of Jamestown is an Equal Opportunity Employer and is a drug and alcohol free workplace.**