



## EMPLOYMENT NOTICE

Founded in 1901, the Northern California Golf Association is one of the largest regional golf associations in the United States, with more than 175,000 individual members who belong to more than 1,400 members clubs throughout Northern California and into Nevada. Its mission statement is “to support and promote the game of golf”. Among other services, the NCGA provides its members with official handicap indexes, owns and operates two golf courses (Poppy Hills and Poppy Ridge - PHI), annually conducts more than 60 championships and over 600 days of competitive golf for all abilities, sponsors casual golf outings, travel, and special events, publishes *NCGA Golf* magazine, secures exclusive member discounts on products and services, and created and is expanding the Youth on Course (YOC) Foundation.

### **NCGA GOLF COURSE SUPERINTENDENT Internship at POPPY HILLS GOLF COURSE**

**Position:** 6 Months                      **Status:** Hourly  
**Reports to:** Golf Course Superintendent

#### **SUMMARY**

Assist the Golf Course Superintendent in the day-to-day operations of the Golf Course Maintenance Department in order to maintain a well manicured and professional golf course.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Aid the Golf Course Superintendent in the overall care and condition of the golf course, the clubhouse and practice range areas
2. Support and develop ideas with respect to golf course maintenance
3. Organize and coordinate all aspects of the golf course maintenance and management in the absence of the Golf Course Superintendent
4. Daily monitoring of golf course for playability and aesthetics
5. Train, evaluate and monitor Golf Course Maintenance staff on a daily basis
6. Answer questions from guests, Directors and employees regarding care of course, quality of maintenance and safety
7. Be prepared to fill in the absence of employees such as fertilizing, general pest control, mow turf with all equipment and use any piece of equipment needed to maintain or construct projects on the golf course
8. Always support safe work habits and a safe working environment
9. Complete other work duties as assigned

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able 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. Possession of a valid CA driver's license at the time of employment is required.

#### **EDUCATION and/or EXPERIENCE**

A.A. or B.S. college degree in Turfgrass Management/Plant Sciences or five to ten years related experience and/or training; or equivalent combination of education and experience. Current Qualified Applicator Certificate is required.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate effectively with guests, management, vendors/suppliers, the general public and other employees of the Company.

#### **COMPUTER/BUSINESS MACHINE SKILLS**

Basic ten key, some computer knowledge helpful.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is continuously required to talk and hear. The employee frequently is required to sit. The employee is frequently required to stand and walk. The employee is occasionally required to lift 50 pounds. The employee is frequently required to bend, stoop and twist.

#### **WORK ENVIRONMENT**

While performing the essential functions of this job, the employee is usually outdoors, in an uncontrolled environment, and experiences a moderate to high noise level in the work environment.

#### **COMPENSATION AND BENEFITS**

Wage is commensurate with experience. Some clothing will be provided, with the employee expected to source and maintain a reasonable standard of appropriate attire at all work times.

**This is an hourly, non-exempt position.**

To apply, please address cover letters to Jamie Cordova, Human Resource Manager, and forward along with resumes to one of the following:

- E-mail: [jcordova@ncga.org](mailto:jcordova@ncga.org)

The Northern California Golf Association is an Equal Opportunity Employer.