



## JASPER PARK DEPARTMENT

### ASSISTANT PRO-SHOP MANAGER

The City of Jasper is seeking a professional individual to serve as Assistant Pro-Shop Manager at Buffalo Trace Golf Course. The selected individual will assist in overseeing and performing the day to day operations of the Buffalo Trace Golf Course Pro-Shop. Will represent the City of Jasper by greeting and assisting general public, government officials, and business representatives at the Golf Course Pro-Shop in a professional manner. Assists in scheduling, supervising and training for all Pro-Shop employees. Works closely with Pro-Shop Manager and Golf Course Superintendent to coordinate golf activities. Answers questions concerning fares, golf course rules and regulations, general course information, tee time reservations, and gives information concerning up- coming events. **Work schedule will include some nights, weekends and/or holidays.** High School Diploma or GED is required. Related experience is preferred. Must have computer experience and be proficient in Microsoft Office. **Valid Indiana Driver's License is required.**

Public Service ♦ Stable Employment ♦ Professional Development  
Good Salary and Benefits ♦ Advancement Opportunities

**Submit resume with cover letter of interest, qualifications, and references to:**

**PERSONNEL DIRECTOR**  
**EOE #363**  
**c/o City of Jasper**  
**P.O. Box 29**  
**Jasper, IN 47547-0029**

An Equal Opportunity Employer