



Whistling Straits/Blackwolf Run

Kohler, Wisconsin



Job Title: Youth Co-Op / Golf Service Attendant / Golf Shop Clerk

Job Summary:

The Youth Co-Op associate will assist the professional staff with daily golf operations and will work cooperatively with various departments. Duties and responsibilities include actions in: guest service, retail, tournament operations, and other day-to-day golf operations.

Essential Duties and Responsibilities:

- Assist with the management of the golf operations to ensure a professional and consistent service delivery to all guests
- Responsible for daily opening and closing procedures for both inside and outside operations
- Attend meetings with various PGA Professionals for the purpose of continuing education
- Assist with tournament preparation and execution
- Perform daily golf shop maintenance (restocking, cleaning, reorganizing, etc.)
- Perform daily point of sales and management of tee time billing
- Demonstrate a positive team attitude

Youth Co-op Program Highlights:

- **Attend Monthly Roundtable Discussion Meetings with Various Guest Speakers**
 - **Purpose:** To provide a better understanding of what entails a diverse staff associated with a high end golf resort operations by examining different viewpoints of individuals from different departments that contribute to the overall operations.
 - **Guest Speakers and Topics of Monthly Meetings:**
 - Golf Operations and Leadership– Mike O’Reilly – Golf Operations Manager – WS/BWR
 - Retail Management - Josue Reyes – Merchandising Manager – WS/BWR
 - Tournament Operations - Ed Elsner – Tournament Director – WS/BWR
 - **Additional Meetings Include:**
 - 30 Day Performance Review
 - Final End of Season Evaluation