



ASSISTANT IN TRAINING INTERN-Short Term **JOB DESCRIPTION**

Broadmoor Country Club in western Indianapolis is currently seeking an individual with the following criteria. Broadmoor was established in 1922, and is an 18 hole Donald Ross design with Bent/Poa greens, tees and fairway turf. Currently Broadmoor has a golfing membership of 210 members, a Toro Site Pro irrigation system, very adequate resources and a \$740,000 operation budget. The Club has been consistently ranked highly due to the old classic Donald Ross design, Master Plan Restoration and the meticulous maintenance program. Additionally Broadmoor is a yearly host of various state-wide events and qualifiers.

Compensation Package:

- >Position is available –Starting Immediately**
- >Full Time seasonal.**
- >Hourly Rate of \$10.00 plus overtime after 40 hours/week.**
- >5 staff shirts and hat.**
- >Golf available on Monday afternoons primarily.**

Definition:

You are an individual who is hired and under the direct supervision of the Golf Course Superintendent and the First Assistant. This position is designed to give this individual practical experience in all aspects of golf course maintenance including but not limited to equipment operation, pesticide and nutrition applications, all hand tool work, irrigation repair, tree removal and to participate in the supervision and scheduling part of the business. This may include handling a weekend morning schedule in the absence of the Superintendent or 1rst Assistant.

We expect you to participate and eventually assist in the direction of any construction and maintenance relative to all areas on the golf course including, greens, tees, fairways, bunkers, driving range, amenity properties and the irrigation system. This could also include any related work that would contribute to the overall improvement of this facility.

Typical Duties Performed:

- You may eventually be a part of the coaching, counseling or termination of a grounds crew staff member although the primary responsibility falls on the Superintendent. However, the *Assistant In Training Intern* may be involved in the preliminary screening of new staff members as well as helping with the training and orientation of said staff. You may also need

to participate in the implementation of appropriate disciplinary action as needed depending on individual circumstances of employee problems that may arise.

- The ***Assistant In Training Intern*** should arrive to work at least 15 minutes before a majority of the staff. Not only does this set a good example but allows for the preparation of equipment, plans and materials for the coming day. Be available to help the First Assistant and Mechanic get the day started in an orderly fashion. It will be your responsibility, on occasion, to ensure that everything is put away and locked up before the end of the day.
- The ***Assistant In Training Intern*** should be aware of the daily work schedule that is posted on the assignment board the evening before. All second jobs of the day should also be posted at that time. Work assignments will then be handed out by either the Superintendent or the Assistant the following morning, and explained in a manner that is well understood. Alterations in the morning will only be done as a reaction to weather circumstances or a change in the member golf schedule.
- The ***Assistant In Training Intern*** must take an voluntary active role in the overall organization and maintenance of all shop facilities, buildings, storage locations and debris piles in such a way to set a tone for complete efficiency and safety at all times.
- The ***Assistant In Training Intern*** and the Mechanic should assist the staff in getting equipment started each morning and help the crew, whenever possible, work as efficiently as possible.
- During your 3-4 month calendar year the ***Assistant In Training Intern*** will need to be flexible for some possible 2nd shift work that may occur such as pesticide applications, hand water monitoring, special project, and any other task deemed necessary that may take place in the latter part of a work day or require extra supervision. In these limited cases you may be asked to alter your work schedule to begin and end somewhere in the possible noon to 10:00 pm time period.
- The ***Assistant In Training Intern*** will share all fertilizer/pesticide application and irrigation repair/adjustment responsibilities with the First Assistant to insure a best management outcome. You will also, on occasion, work with the 1rst Assistant in keeping a daily log of crew activities, applications, weather data and other forms of miscellaneous administration. Additionally you are responsible for the continuing preparation and preventive maintenance of all application equipment to insure high quality results.
- The ***Assistant In Training Intern*** may train new crewmembers in the safe and efficient operation of machinery and various other jobs on the course. You may be responsible for instructing a once per month formal training session on a variety of subjects.

- The *Assistant In Training Intern* will actively participate in the daily workload and will be assigned work just as any other member of the staff.
- It is very important that when discussing matters of a delicate nature that it be kept in confidence. These matters should not be discussed with any one else unless you are directed to do so. This includes member and staff personnel confidential information.
- Conversations with members are to be courteous. Please exercise discretion while doing a job that is disruptive of play. Any problems, concerns or conflicts with a member should not be discussed with that member, but brought to the attention of the Superintendent so it can be handled in an appropriate manner.
- As part of your preparation for becoming a future 1st Assistant Superintendent you will be asked to perform several administrative duties on an on-going basis that will help your overall skills which could include items of a financial, miscellaneous record keeping and personnel tracking nature.

Summary:

Your primary function of being an *Assistant In Training Intern* is to acquire adequate knowledge to aid the Superintendent and 1st Assistant in all areas of responsibility with regard to the maintenance of the golf course, buildings, equipment, miscellaneous club facilities and positively supporting its personnel. This position is designed and implemented to provide a self motivated individual with all the necessary skills and experience to move into an advanced position at the end of a completed season.

The *Assistant In Training Intern* with adequate “on the job training” should be of such quality as to enable him or her to take complete charge of the maintenance operation during the short absences of the Superintendent or 1st Assistant.

In fact, should the 1st Assistant resign, become ill or be on a leave of absence, there should be no hesitation on the part of the Superintendent to ask a well qualified *Assistant In Training Intern* to assume control for a brief period

Everything the *Assistant In Training Intern* does while employed should be done with the ultimate career goal of becoming a Superintendent either here at Broadmoor or anywhere else for that matter in the future. It is really up to you to take every advantage and opportunity.

Please send inquiries to:

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