



**\*\* EXTERNAL POSTING \*\***

Title:	Starter / Ranger	Classification:	Seasonal, Non-Union, Non-Benefited
Department:	Westover Municipal Golf Course	Grade: MP2	Hourly Rate: \$14.25
Reports to:	Municipal Golf Course Superintendent	Effective Date:	March 3, 2022

**GENERAL SUMMARY**

Under the direction of Municipal Golf Course Superintendent or designee, Employee will perform a variety of starter duties such as direct the start of daily golfers and during tournaments as well as tracking players tickets and payment. This position also oversees and enforces our dress code and ensures safety and appropriate conduct is adhered to; upkeep of starter shack and 1<sup>st</sup> tee area. Ranger duties are to patrol course and oversee timely play; exercise authority to remove any golfer or spectator in violation of playing rules and/or damaging golf course property. Also required to post signs, repair ball marks, pick up trash and ensure trap rakes are in place; perform safety checks of equipment prior to each use and report malfunctioning or unsafe conditions. Work assignments can be of an independent task and or of a member of a crew.

**KEY RESPONSIBILITIES**

*(The following job functions identify the most significant duties and skills of the position and does not exclude other work assignments not mentioned which would conform to the qualification standards of the position.)*

- Direct the starting of individual groups of golfers for play on the golf course.
- Determine the order of starting (the Pro Shop will provide a daily tee time sheet prior to opening).
- Starters will track ticket numbers in a log book throughout the season;
- Ensure every player has a ticket prior to teeing off; ensure it is time or paper punched. Each ticket must also be checked to verify the numbers are in sequence for that day. There will be no unlimited golf for anyone (only accept a ticket a gift certificate).
- Direct and oversee play on the course to ensure orderly conduct and safe competition is enjoyed by all.
- Responsible for the upkeep of the starter shack and the 1<sup>st</sup> tee area, including discarding any trash found in the area.
- Strictly enforce dress code (No tank tops, sleeveless shirts, cut-off jeans or short shorts; this attire is unacceptable and players should be asked to change or not allowed onto the course).
- Responsible for calling into the Pro Shop on foul or questionable weather days. May be assigned temporary tasks, within grade level, on foul or questionable weather days.
- During tournaments, upon receipt of tee time sheet, Starters must review/ensure each player has a ticket. At completion of the tournament, must note on tee time sheet if groups were organized on the tee (including any delays, gaps and length of play).
- Must assist during Junior Golf Camp week.
- As Ranger, required to patrol individuals and groups of golfers on the course to ensure timely play; direct and oversee play on the course to ensure orderly conduct and safe competition; verify payment of fees; exercise authority to remove any golfer or spectator in violation of playing rules and/or damaging golf course property. Also required to post signs, repair ball marks, pick up trash and ensure trap rakes are in place.
- Perform safety checks of equipment prior to each use and report malfunctioning or unsafe conditions of equipment to appropriate personnel or supervisor.
- Maintain a safe and clean work environment for oneself as well as for coworkers, golfers, etc.
- Present oneself in a professional manner at all times in communications and appearance as a representative of the Town of Ludlow and Westover Municipal Golf Course.
- Performs related work tasks as required or directed by the golf course Superintendent or designee.

**MINIMUM QUALIFICATIONS**

Qualified applicant must possess a valid Mass. Driver's license and have ability to pass a CORI background and drug screen; provide excellent customer service to guests, spectators, etc.; maintain friendly, professional working relationships with other employees and the public at all times; ability to communicate clearly both verbally and in written form; possess the physical ability to perform

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the required duties and compulsory physical condition to perform the work assignments; ability to comprehend and understand work instructions and assignments. Must be able to pay attention to detail. Regular and punctual attendance is a required as well as ability to work day and night hours on weekdays, weekends and holidays as required.

#### **SUBMISSION DEADLINE**

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow application** available at [www.ludlowma.us:81/HR/](http://www.ludlowma.us:81/HR/) by **March 18, 2022**, via email to [HR@ludlow.ma.us](mailto:HR@ludlow.ma.us). If you have questions regarding the position, please contact Ryan at the Golf Course, (413) 583-8025. **No application submissions will be accepted if incomplete or received after the deadline.** Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.