



## Job Descriptions 2020

### **TROUBLESHOOTER**

As you might imagine, things will come up during the day that we have not anticipated, and we will need additional help. Unfortunately, people will arrive late or will not show up at all. You could be assigned to a full-time role to replace a volunteer or will be asked to fulfill several temporary assignments.

### **FORECADDIE**

The primary responsibility of a forecaddie is to assist the golfers with ball location, ensure an appropriate speed of play, replace fairway divots and repair ball marks on greens. The Forecaddie will help pick the best drive, pick up all other golf balls and drop it next to the chosen golf ball.

### **HOLE ATTENDANT**

Hole attendants will welcome each group as they arrive at the hole and should become familiar with the layout of the hole being monitored. Hole Attendants will also help the forecaddies, track the ball on each golfer's drive.

### **GREETERS/TEE PRIZE PACKAGE DISTRIBUTORS**

The Greeter will welcome the guests as they arrive at the clubhouse and direct them to the registration table. Greeters will also inform guests of the breakfast buffet in the dining area and hand each player their tee prize's

### **PARKING**

Parking volunteers will direct golfers and other volunteers as they arrive to the bag drop area, then direct them to park.

### **VOLUNTEER REGISTRATION**

Registration volunteers will welcome the volunteers as they arrive at the volunteer tent. Registration volunteers will also direct other volunteers to where they need to be and help keep track of volunteer hours.

### **CONTEST HOLES**

There are different contests on the course for players; Hole in one, Closest to the Pin, Longest Drive, and Longest Putt. It is your job to monitor the hole and the contest. Please be attentive and follow direction given during morning meeting. Supplies and detailed instructions will be provided.

### **PRACTICE RANGE**

Practice Range attendant will be on the practice range and will help make sure that the players on the tee box before their tee time. They will also have all starting tee times for players reference. Will also have tee's to for players as needed.

### **BEVERAGE ATTENDANTS**

Beverage attendants will be stationed at each comfort station and beverage cooler. They will be responsible for handing golfers their preferred drink as well as monitoring the quantity of each drink.

**Shift 1: 6:45-2:45**

**Shift 2: 7:45-3:45**

**Shift 3: 8:45-4:45**

**Shift 4: 9:45-5:45**