



The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

**Our Core Values:** Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

**Job Title:** Golf Course Ranger  
**Reports To:** Golf Course Operations Manager  
**Classification:** Operations I  
**Salary Range:** \$10.50 - \$18.90 hourly  
**FLSA Status:** Part time Non-Exempt hourly  
**Location:** Hillcrest Golf Course, Jamestown, ND 58401

**Job Summary:** Under the general supervision of the Golf Course Operations Manager of Jamestown Parks and Recreation the Golf Course Ranger will promote the golf course rules.

#### **Essential Duties and Responsibilities:**

- Be diplomatic but firm.
- Always check in with the Proshop every ½ hour (DO NOT SIT IN THE PROSHOP)
- Check for trail fee permits.
- Be sure each golfer has their own set of clubs.
- Limit 2 golfers per rental cart (2 adults and 1 kid OK).
- Keep carts 30ft. from greens and off mounds.
- Help golfers locate lost balls or errant shots.
- Check pace and spacing of each group of golfers.
- Keep course free of litter, empty garbage cans if needed (weekends).
- Check old clubhouse bathroom periodically, make sure it is open and cleaned (Bunker).
- Two warnings and the golfer or golfers will be asked to leave the course.
- Ask golfers to repair their divots.
- Make sure all carts on cart paths.
- NO fivesomes except (Tuesday & Thursday's).
- Clean rental cars as needed.
- Rake sand traps as needed.
- Make sure nobody is using bug spray on tee boxes or greens.
- Do not drive up to golfers on tee boxes when they are getting ready to hit, wait until they're done before you talk or drive pass them.
- Talk to golfers and introduce yourself.
- Check greens for divots and repair them.
- Must be 16 and have driver license to operate our rental cars.
- Pick the driving range & wash range balls every day. Move range tee box markers when needed.
- Check and refill water coolers when needed.
- Check rentals carts for damage after a cart is returned.
- In case of bad weather check with the Golf Course Operations Manager to see if you need to come into work.
- Absolutely NO golfing while clocked in.
- Be on time.
- Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.
- Upholds JPRD values and works to fulfill the mission of the organization.

**Qualifications:**

**Education**

- HS Diploma

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:**

The work is typically performed outdoors, occasionally in hot or inclement weather. While performing the duties of this job, this employee is frequently required to use fine motor skills and must sit, stand, walk and kneel. In addition, must be able to speak, hear and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

**Direct Reports:** None

**AAP/EEO Statement:**

Jamestown Parks and Recreation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Jamestown Parks and Recreation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

<b>Approved by:</b>	
<b>Date approved:</b>	05/09/2022
<b>Reviewed:</b>	
<b>Date:</b>	10/23/2023