



southern colorado

**Job Description**  
**Member Relations Specialist**

**Job Summary**

First Tee – Southern Colorado operates a state-of-the-art indoor golf training facility. The Member Relations Specialist helps to keep up with the daily operations of The Learning Center. Duties include, but are not limited to, helping guests check in, handling payments, keeping up bays in a clean and well maintained fashion, answering the phone, and other cleaning responsibilities. This position will work the closing shift two days a week, during the week, Tuesday-Thursday, and work split shifts on Saturdays and Sundays, through May 1, 2025.

**Reports to:** Chief Executive Officer

**Employment Status:** Seasonal Part Time, Hourly

**Key Responsibilities**

- Greeting all incoming members and guests
- Assisting and directing members and guests
- Monitor and answer all incoming inquiries and obtain appropriate information to direct/transfer calls/guest/members
- Operating golf simulators and micro driving range
- Customer service
- Selling memberships
- Give tours
- Operate POS system and ensure open/close procedures are followed
- Contribute to running a clean, friendly and well maintained facility
- Assisting with after-hours parties

Other duties as assigned by the Chief Executive Officer

**Minimum Qualifications**

- Highly professional demeanor, with attention to detail
- Strong oral and written communications skills
- Strong customer service skills
- Basic computer skills

**Compensation:** \$15.00 hourly

**Location:** Colorado Springs

**To Apply:** Email your cover letter and resume to [sandy@firstteesoco.org](mailto:sandy@firstteesoco.org)