



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 up to two days a week, during the week, Tuesday-Friday, and possible Saturday or Sunday (9:00-4:00), November 1 through May 1, 2027.

Reports to: Director of Operations

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 Director of Operations.

Minimum Qualifications

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

Compensation: \$16 hourly

Location: Colorado Springs

To Apply: Email your cover letter and resume to emily@firstteesoco.org by September 25th