**Golf Job Description of the Future**

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| **JOB OVERVIEW** |
| **JOB TITLE** |  **Name of the role** |
| **DEPARTMENT** |  **Which area of the business is it in?** |
| **REPORTS TO** |  **Who is their boss?** |
|  |  |
| **GENERAL JOB DESCRIPTION** |
|  **3 sentences of what they do.** |
| **DUTIES & RESPONSIBILITIES** |
|  **List 5 of what they are required to do** |
| **EDUCATION & TRAINING**  |
| **List 3 of education needed to do this job** |
| **KNOWLEDGE & EXPERIENCE** |
|  **How many years of experience is needed in a certain area/** |
| **SKILLS & ABILITIES** |
| **List 10 skills needed for this role** |
|  |  |
| **WORKING CONDITIONS** |
| **WORK ENVIRONMENT** |  **Where will this person work? What is the environment? 3 sentences** |
| **HOURS / SHIFTS** |  **How many hours a week do they work?** |
| **SALARY** |  **How much do they make per year and per hour?** |
| **BENEFITS** |  **What perks will there be of the job not dealing with salary? List 0-5 benefits** |
| **OTHER** |  **Add any additional information about the job.** |

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| **GENERAL JOB DESCRIPTION** |
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| **DUTIES & RESPONSIBILITIES** |
|   |
| **EDUCATION & TRAINING**  |
|  |
| **KNOWLEDGE & EXPERIENCE** |
|   |
| **SKILLS & ABILITIES** |
|  |
|  |  |
| **WORKING CONDITIONS** |
| **WORK ENVIRONMENT** |   |
| **HOURS / SHIFTS** |   |
| **SALARY** |   |
| **BENEFITS** |  |
| **OTHER** |   |