



KOHANAIKI

Kohanaiki is currently accepting resumes for the position of Assistant Golf Professional for its invitation-only private club community in Kailua-Kona, Hawaii.

THE CLUB:

A world-class private residential community carefully crafted on 450 oceanfront acres and 1 ½ miles of coastline. Member amenities include an 18-hole Rees Jones designed golf course, 17 private luxury bungalow style accommodations, a beach club, sports complex, ocean activities, health and wellness programming, a 67,000 square foot clubhouse that includes a world class spa and boutique, member retail shop, pool, locker rooms, fitness facilities, two private dining rooms, a wine room, a cigar and card lounge, a 21-seat movie theater, a brewery, and a game room with a four-lane bowling alley. Dining options range from casual poolside fare to exquisite five-star dining. For more information, please visit the club's website at www.kohanaiki.com.

JOB TITLE: Assistant Golf Professional

REPORTS TO: Director of Golf

DATE: January 21, 2026

SCOPE OF POSITION:

The Assistant Golf Professional assists the Director of Golf and Head Golf Professional in the management of day-to-day golf operations to provide extraordinary golfing experience for members and their guests. The position is responsible for upholding Kohanaiki's service standards and excel at member recognition and acknowledgement.

ESSENTIAL JOB FUNCTIONS:

- Starter/On-Course assistance
- Tournament management
- Strong knowledge of golf instruction, rules, and tournament operations.
- Assist in development and management of tournament programming budgets
- Assist in the development of promotional materials to communicate tournaments and programs to membership
- Records employee punctuality, professionalism, and disciplinary issues in accordance with Kohanaiki team member handbook
- Assist in tournament operations and weekly events including planning, pre-tournament contracts, post- tournament billing, promotion, course set-up, preparation, scoring, prize distribution, and follow up
- While being extremely forward facing, develop relationships with members and/or guests by participating in events, including playing golf and other member event, as approved by management

