



# 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](http://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



# KOHANAIKI

- Along with Director of Golf and other Golf Professionals, has oversight of hourly golf operations and golf hale team, ensuring daily tasks, projects and service is complete
- Support merchandising standards in the member shop, including presentation, inventory control, and sales
- Provides a high-level elevated experience for membership daily
- Ability to work in a fast-paced, forward-facing environment
- Other duties as assigned by the Director of Golf
- Must be able to work flexible hours, work evenings, weekends, and holidays.
- Member Experience focus is a must

## EXPERIENCE REQUIRED:

- Minimum 2-3 years high end private/high-end luxury club experience
- PGA of America Class A Member or active classification (or actively pursue PGA membership as an apprentice in a timely manner through the PGA PGM program)
- Diplomatic team player able to foster relationships with employees, members, and guests.
- Proficiency in computer skills including MOS programs and Golf Genius software.

## ADDITIONAL BENEFITS:

- Tournament Entry Fee Allowance
- Education Allowance
- Uniform Allowance
- Meals while on duty
- Course/Practice privileges

## COMPENSATION:

The Assistant Golf Professional role is a Salaried, Exempt, Full-Time Position with benefits. As remuneration for such performance, compensation is open and commensurate with qualifications.

## TO APPLY:

Send a thoughtful cover letter detailing your interest in the position and in Kona, along with your resume to Samantha Donato, Human Resources at: [sdonato@kohanaiki.com](mailto:sdonato@kohanaiki.com)