



The City of Birmingham is an Equal Opportunity Employer seeking qualified applicants, without regard to race or other protected status.

JUNIOR GOLF INSTRUCTOR (SEASONAL)

The City of Birmingham, MI

The City of Birmingham, MI has a population of approximately 20,000 residents. Named one of the county's "Top 20 Walkable Communities," Birmingham covers 4.73 miles located 20 miles north of Detroit in Oakland County, Michigan. Throughout its history, Birmingham has enjoyed a high level of citizen involvement, which has contributed to the high quality of life in the community. It is a relatively affluent community with a small-town atmosphere and a vital downtown business and shopping district. With diverse cultural and recreational amenities, this indeed is a place to "live, shop, and play."

The Golf Courses

The City of Birmingham owns and operates two nine-hole courses - Lincoln Hills and Springdale.

Lincoln Hills features unique elevation changes, tree-lined fairways and alternative tee boxes, making for a very challenging round of golf. The golf course total yardage is just over 3,000 yards and plays to a par 35. The clubhouse was completely renovated in 2009-2010. Lincoln Hills is home to the very popular Junior Golf Program, which teaches the game of golf to area youth throughout the summer.

Springdale dates back to the 1920s and is the older of the two nine-hole golf courses. The golf course and Springdale park encompass approximately 55 acres. The golf course has a total yardage of 2,700 and plays to a par 34.

More Information:

www.bhamgov.org/golf



The City of Birmingham (EOE) is seeking qualified applicants for the seasonal position of Junior Golf Instructor. Under direction of the Golf Course Manager, the Junior Golf Instructor is responsible for teaching all aspects of the game of golf, etiquette and character values to all participants in our extensive junior golf program of over 350 juniors. Also responsible for the supervision and instruction of all group and private lessons, including the set-up and tear-down

of instructional areas while maintaining neatness, order, and safety. Performs related duties as assigned.

Requirements:

- PGA Member, PGA Apprentice, or have worked under a PGA Professional for a minimum of two (2) years.
- Experience in teaching the basic fundamental skills of golf, rules, etiquette, and playing procedures with youth and teens in group and individual settings, including the ability to accommodate parents regarding any specific requests for their children.
- Thorough knowledge and passion for the game of golf, including equipment, teaching methods, and PGA rules & regulations.
- Ability to assist in registering golfers to the program, monitor progress of each Jr. Golfer, and keep accurate attendance records for all classes.
- Prompt and effective written and verbal communication skills for youth, teens, parents, and fellow co-workers.
- Well-developed and proficient PC skills with a focus on Microsoft Excel and Word.

Hours and Wages

- The seasonal Junior Golf program runs from May through August 2018.
- Seasonal stipend starting at \$16,200, depending on qualifications.



TO APPLY: SUBMIT COVER LETTER, RÉSUMÉ, AND A COMPLETED EMPLOYMENT APPLICATION NO LATER THAN 4:00 P.M. ON WEDNESDAY, JANUARY 31, 2018.

City of Birmingham Employment Applications are available online at www.bhamgov.org/jobs or in the City of Birmingham Human Resources Department, located at 151 Martin, Birmingham, MI 48009.

The Human Resources Department is open Monday - Friday from 8 a.m. - 5 p.m.

EMPLOYMENT APPLICATION

An Equal Opportunity Employer



Human Resources Department

Post Office Box 3001

151 Martin Street

Birmingham MI 48012

Phone: 248.530.1810

Email: hr@bhamgov.org

Fax: 248.530.1110

www.bhamgov.org/hr

POSITION APPLIED FOR: _____

APPLICATION DATE: _____

MINIMUM SALARY ACCEPTABLE: _____ DATE AVAILABLE FOR WORK: _____

INSTRUCTIONS: Complete all necessary information. Please print or type. This application will be kept on file for a period of three (3) months. Be sure to sign and date this application.

LAST 4-DIGITS OF SS# _____

NAME (Last, First, Middle Initial)

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

E-MAIL ADDRESS: _____ @ _____

PHONE NUMBER: _____ / _____ - _____

CELL PHONE NUMBER: _____ / _____ - _____

PRIOR ADDRESSES (Last 5 Years): _____

ARE YOU INTERESTED IN FULL TIME WORK Yes No

ARE YOU INTERESTED IN PART TIME WORK Yes No

ARE YOU 18 YEARS OF AGE OR OLDER? Yes No

DO YOU HAVE ANY RELATIVES NOW OR PREVIOUSLY EMPLOYED
BY THE CITY OF BIRMINGHAM? Yes No Name: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No
(A positive response to this question does not automatically disqualify you from consideration)

IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: _____

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU? Yes No
IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: _____

DO YOU KNOW OF ANY REASON WHY YOU WOULD NOT BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT ACCOMMODATION?

Michigan law requires employers to make accommodations to handicapped applicants and employees where the accommodation does not impose an undue hardship on the employer. Handicapped employees and applicants may request an accommodation of their handicap by notifying the City in writing of the need for accommodation within 182 days of the date the handicapper knows or should know that an accommodation is needed. Failure to notify the City will preclude any claim that the employer failed to accommodate the handicapper.

IN THE EVENT OF AN EMERGENCY, WHOM DO YOU WISH TO BE NOTIFIED?

NAME _____

PHONE NUMBER: _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

EDUCATIONAL BACKGROUND

| SCHOOL | NAME AND LOCATION OF SCHOOL | COURSE OF STUDY | DID YOU GRADUATE? | | HIGHEST GRADE, DEGREE OR DIPLOMA |
|-------------|-----------------------------|-----------------|-------------------|----|----------------------------------|
| HIGH SCHOOL | _____ | _____ | Yes | No | _____ |
| G.E.D. | _____ | _____ | Yes | No | _____ |
| VOCATIONAL | _____ | _____ | Yes | No | _____ |
| COLLEGE | _____ | _____ | Yes | No | _____ |
| UNIVERSITY | _____ | _____ | Yes | No | _____ |
| OTHER | _____ | _____ | Yes | No | _____ |

PROFESSIONAL LICENSES/CERTIFICATIONS/CREDENTIALS:

TYPE: _____

NUMBER: _____

TYPE: _____

NUMBER: _____

TYPE: _____

NUMBER: _____

DRIVER LICENSE NUMBER: _____ EXP. DATE _____ STATE ISSUED: _____

COMPUTER KNOWLEDGE:

SYSTEMS: _____

SOFTWARE PROFICIENCY: _____

TYPING SPEED _____ WPM

MILITARY SERVICE

BRANCH: _____ DATES: _____

FINAL RANK: _____ TYPE OF DISCHARGE: _____

EMPLOYMENT EXPERIENCE

List jobs held in the past 10 years. List your present employment first. List every promotion as a new job. Attach extra pages if necessary. Describe your job duties in detail to enable the reviewer to correctly evaluate your qualifications. List the primary tasks and responsibilities performed in each position held. The information that you provide will be used in determining whether or not you are employed. *Please include all requested information, even if a résumé is attached.*

EMPLOYER: _____ ADDRESS: _____

PHONE NUMBER: _____ JOB TITLE: _____

SUPERVISOR/TITLE: _____

DATES EMPLOYED: FROM _____ TO _____

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME _____

REASON FOR LEAVING: _____

WORK PERFORMED:

EMPLOYER: _____ ADDRESS: _____

PHONE NUMBER: _____ JOB TITLE: _____

SUPERVISOR/TITLE: _____

DATES EMPLOYED: FROM _____ TO _____

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME _____

REASON FOR LEAVING: _____

WORK PERFORMED:

EMPLOYER: _____ ADDRESS: _____

PHONE NUMBER: _____ JOB TITLE: _____

SUPERVISOR/TITLE: _____

DATES EMPLOYED: FROM _____ TO _____

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME _____

REASON FOR LEAVING: _____

WORK PERFORMED:

Have you ever worked for a company under a different name? Yes No

If Yes, what was the name? _____

Have you ever been discharged from any employment? Yes No

If Yes, please explain: _____

HOW DID YOU LEARN OF THIS POSITION?

- Walk-In
- City of Birmingham Website
- City of Birmingham E-Mail Notification (Constant Contact)
- Internet (Website) _____
- Newspaper (Name) _____
- School (Name) _____
- Other (Please list) _____

CERTIFICATION/SIGNATURE

I certify the facts set forth in the Application for Employment, in my resume and in the other materials I have submitted are true and complete. I understand and acknowledge that false information provided by me will result in disqualification from employment with the employer (hereinafter "the City of Birmingham") or in dismissal from employment if offer of employment has been made and accepted.

I hereby authorize the City of Birmingham, to contact all of my former and current employers, educational institutions and the other references I have provided regarding me and my performance record and work, academic and/or military experience. I also hereby release the City of Birmingham and its employees and agents, and all of my former employers, educational institutions, and other references I have provided, from any and all liability and damages for releasing or using information concerning me and my performance record and work, academic and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the City of Birmingham or any former or current employer, that disciplinary report, letter of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity.

I also understand that the City of Birmingham may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a criminal background history and driving record search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search, the City of Birmingham, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that convictions may result in disqualification from employment with the City of Birmingham or in dismissal from employment if an offer of employment has been made and accepted.

I hereby consent to having a physical and/or psychological examination and/or test(s), including but not limited to drug and/or alcohol testing, conducted by a physician or other professional of the city of Birmingham's choice, and understand that any offer of employment is conditioned upon the results of this examination(s) and/or test(s).

I agree not to commence any action or suit relating to my employment with the City of Birmingham more than 180 days after the occurrence of the facts giving rise to the claim, of more than 180 days of the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the City of Birmingham.

Signature: _____

Date: _____

(Print Name)