



DEPARTMENT OF PARKS & RECREATION

Golf Club Manager

Reporting to the Director of Parks and Recreation, the Town of St. Paul is looking for a Golf Club Manager. This specialized position will oversee the operation and services provided by the Town of St. Paul Golf Club (excluding the restaurant). Included in this position is the management and scheduling of staff, management of services to members and the public as well as the coordination of marketing related initiatives and other directives as assigned by the Director of Parks and Recreation.

The Town is looking for an individual who is customer service driven with a warm open personality willing to work with our members and staff to help bring the Golf Club to its potential. A business background is preferred and a good working knowledge of our community would also be considered an asset. This position will manage the golf club operations and work laterally with our Golf Superintendent to coordinate the overall condition and direction of the golf course under the direction of the Director of Parks and Recreation. The Golf Club Manager is also expected to participate in the overall marketing of the Town, by way of committee participation.

Duties and Responsibilities:

1. Coordinate and implement Men's and Ladies nights, tournaments, events and services (e.g. memberships, tee time reservations, etc.).
2. Implement and manage the Junior Golf Program
3. Hire, train, schedule, oversee and direct Pro Shop employees.
4. Coordinate all retail activities, including POS and financial operation, of the Pro Shop/Golf Club. This will include procurement of approved Town promotional items and materials.
5. Complete scheduled inventories, stock and requisition necessary supplies.
6. Assist in the development, amendment and implementation of relevant operational policies and procedures.
7. Assist with the development of relevant capital and operating budgets.
8. Produce and provide reports and recommendations as required.
9. Promote, sell and coordinate sponsorships and advertising for St. Paul Golf Course.

10. Experience in cash management and budget control.
11. Build relationships with customers and deliver excellent customer service by engaging and connecting with them and responding to their needs.
12. Liaise and collaborate with other key department staff members and contractors, including the Parks and Recreation Facilities Foreman and the Golf Course Superintendent
13. Establish and maintain an effective relationship with the Golf Course Restaurant operator
14. Attend meetings upon request (e.g. Marketing Committee, Parks and Recreation Board, etc.).
15. Perform other related duties as assigned by the Director of Parks and Recreation.

Required Qualifications:

- 5 years of progressively responsible experience within the golf industry
- Post Secondary Education in golf course management or a related field
- Experience in customer service and promotions and/or marketing
- Experience with Golf Point of Sale Program (e.g. Tee-On)

Preference will be given to the following qualifications:

- Class “A” PGA Golf Professional
- Qualified to give Private Golf Lessons
- Excellent communication skills
- Experience in the supervision of staff
- Experience using email marketing program
- Social Media Golf Marketing experience
- Membership in good standing with the PGA of Canada
- Standard First Aid and CPR certification, or willingness to obtain

Annual salary for this position is dependent on qualifications and experience. Please send a cover letter, resume with two references and criminal record check to:

Human Resources Coordinator
Phone: (780) 645-1767
Email: humanresources@town.stpaul.ab.ca

Applications will be accepted until Friday, February 18th, 2022 @4:30 pm MST

The Town of St. Paul thanks all applicants for their interest. Only those selected applicants will be contacted for further information and follow-up.