



Position: Director of Golf or PGA of Canada Head Professional
Facility: Vulcan Golf and Country Club

Vulcan Golf and Country Club (VGCC) is a beautiful, semi-private 18 hole golf course located in Vulcan, AB. The Town of Vulcan has a population of around 2,000 while the surrounding County boasts a population of just under 4,000. While the community is proud of its small-town feel, Vulcan is well stocked with the required community essentials such as a top of the line grocery store, hospital, elementary and high schools, and various other shops throughout the Town. If anything can not be found within town, the community is situated about an hour away from two major city centers – Lethbridge to the South, and Calgary to the North.

VGCC is proud to offer two distinctly different nines; the front nine is a mature, well-treed layout with the Les Furber designed back nine offering more of a links-style play with large undulating greens that are protected by sand and water hazards. VGCC has seen tremendous growth in the past couple of years with 22,000 green fee rounds played in the 2021 season – a 22% increase from the year prior. In addition to servicing green fee players from the surrounding regional community, VGCC is home to approximately 350 members with a strong junior golf program.

Reporting to a Board of Directors, the Director of Golf/Head Professional will oversee all aspects of the Golf Shop, Member Services, and all Golf Operations. The position will be tasked with providing an exceptional golf experience and excellent customer service and programs to all members and guests of VGCC. At this time, the VGCC is interested in procuring a Director of Golf, and while a PGA of Canada Head Professional would be considered an asset to an application – this is not an absolute requirement.

Key Responsibilities:

- Lead and manage all aspects of the Golf Shop, Member Services, Driving Range and Golf Operations
- Maintain and promote a well-respected and professional image within the Club, Industry, and Surrounding Community
- Recruit, hire, train, and lead Golf Shop, Indoor/Outdoor drink service, as well as on-course food and beverage staff
- Organize, schedule, and manage all Club events, leagues, instructional programs and other activities
- Procure and maintain appropriate stock for the Club's pro shop
- Work closely with the Treasurer of the Board to determine the annual Golf Operations budget, including monthly reporting to the Board
- Work with a part-time bookkeeper and treasurer on all aspects of the Club's finances
- Be responsible for managing or hiring out the social media aspects of VGCC
- Implement, enforce, and maintain all Club policies
- Attend and assist with various Club committee meetings
- *Optionally:* VGCC is also looking for a kitchen contractor to run the food services of VGCC and would be open to discussing adding this to a candidates' set of responsibilities with reasonable compensation



Qualifications:

- Exceptional customer service skills
- Prior experience managing a golf course is considered a required qualification; however the Board would be willing to look at a less experienced candidate if they could evidence strong managerial capabilities
- Strong leadership skills with the ability to lead within areas of responsibility
- Willingness to take initiative to improve areas that they see fit
- Excellent communication skills
- Ability to work within a team environment
- Strong computer skills, especially with Word, Excel, Quickbooks, GolfNow, and POS systems would be considered an asset
- Knowledge of social media and marketing tools
- *Optionally:* As mentioned, VGCC is also looking at filling a kitchen contractor position, and thus a candidate that could demonstrate an ability to fill both the golf course managerial role as well as the role of managing the food operations of the course would be considered an extremely strong asset

Compensation:

- Salary range in the mid-to-high 5 figures depending on qualifications, experience, and ability to demonstrate value
- Potential use of a newly renovated ~1,000 sq.ft. modular home during the golfing season if a permanent move is not desired by successful applicant
- PGA of Canada Dues upon completion of year, if applicable

Applications will be accepted until November 30th, 2021. We are looking to have this position staffed prior to January 1st, 2022. Please email resumes with cover letters and references to Vulcan Golf and Country Club – Board of Directors attn: Jeff Mix, Club President – golfvulcanboard@gmail.com