



Title: Pro Shop Manager  
Reports to: General Manager  
Job: Seasonal Full-Time

The Pro Shop Manager is responsible for the day-to-day operation of the Pro Shop. The candidate should possess a background in business and marketing, have full knowledge of the game of golf and deliver excellent customer service. The candidate needs to have excellent organizational and communication skills, and must be able to work flexible hours including evenings and weekends. S/he must be self-motivated, show initiative and be able to work both independently and as a team.

**Facility Description:**

Aspotogan Ridge Golf Club is currently a 9-Hole Golf Course in the beautiful seaside town of Hubbards, Nova Scotia. The course has the potential of growing into an 18-hole in the future based the adjacent housing development. The golf course is in its fifth year of operations and continues to build on the growth of the past season where membership increased by almost 30% from the previous year.

Designed by Atlantic Canada's leading golf course architect, Robert LeBlanc, the course beautifully showcases the rolling wooded area and features inland lakes, rolling plains, meadows, river valleys, rocky bluffs, and coastal estuaries. Aspotogan Ridge is truly one of Nova Scotia's hidden gems.

**Successful candidates will possess the following skills**

- Exceptional Communication Skills
- Excellent Leadership abilities
- Knowledge of computer software programs including Tee-On, social media platforms and marketing tools
- Work well in a fast pace environment
- Always act in Professional and friendly manner
- Able to work well with other team members
- Able to train and teach other team members
- Ability to work with golfers of all ages and abilities including junior program

### **Qualifications**

- Business and Marketing background including retail sales
- Golf Course experience
- Knowledge of the game of golf and the golf industry in general
- Available from May to October
- Able to work days, nights and weekends
- Member in good standing with PGA of Canada, an asset

### **Compensation:**

- Salaried position based on 75 hours bi-weekly
- Wage Based on experience and qualifications
- Golfing privileges
- Clothing and food allowance

**Deadline:** the job posting will remain open until a suitable candidate is found

**Start Date:** as soon as possible

### **Send Applications to:**

Kathryn Gamache, General Manager

[admin@aspotoganridge.com](mailto:admin@aspotoganridge.com)



## PRO SHOP MANAGER

Aspotogan Ridge Golf Club, Hubbards Nova Scotia

**REPORTING TO** the General Manager, the **Pro Shop Manager is responsible for** the day-to-day operation of the Pro Shop. The candidate should possess a background in business and marketing, have knowledge of the game of golf and deliver excellent customer service. The candidate needs to have excellent organizational and communication skills, and must be able to work flexible hours including evenings and weekends. S/he must be self-motivated, show initiative and be able to work both independently and as a team.

**DUTIES** include but are not limited to:

- opening and closing the Pro Shop
- accounting for monies that pass through Pro Shop
- preparing daily deposits and reports
- entering daily sales/transactions into Tee-On
- provide monthly financial reports
- providing exemplary customer service which includes but is not limited to greeting members and public, answering the phone, fielding and directing inquiries
- sales/processing of memberships, green fees, cart rentals, and inventory along with recording of all such sales as directed
- requisition and maintain sufficient inventory and supplies
- booking tee times
- registering golfers for league play and tournaments
- setting out markers for league play
- inputting scores into handicap program
- developing the junior program that offers weekly session for both learning and fun
- assisting with tournament and event organization
- communicating with grounds staff any tournament preparation and course closures
- ensuring that the back shop is adhering to the cart service requirements as well as the maintenance schedule as established
- marketing of golf course, tournaments, and events through all means possible to increase memberships and green fee players
- promote and advertise tournaments and special events
- updating golf course's Facebook page
- complete and manage schedule for employees and volunteers
- daily cleaning and maintenance of Pro Shop
- maintain dress code
- maintain regular communications with the General Manager to identify areas of growth and/or concern
- other duties as assigned from time-to-time at the request of the General Manager