



## Head Professional

The Glen Arbour Golf Course is a private golf course located in Hammonds Plains, Nova Scotia, just west of Halifax and features a classic eighteen-hole championship course, a nine-hole par three as well as a practice facility. Glen Arbour is operated as a Limited Partnership whose philosophy is to create a course with excellent conditions in a family-friendly environment, with service standards that are best in class.

### Location

Glen Arbour Golf Course – Hammonds Plains, Nova Scotia

### Deadline

2022-03-27

### Job Summary

The successful candidate will have the opportunity to work as an integral part of the leadership team at Glen Arbour Golf Course in creating a positive and inclusive atmosphere. The primary responsibility of the Head Golf Professional is to provide golfers with an exceptional experience. Some fundamental aspects of this duty include, but not limited to oversight of retail operations; provide the membership with golf experience; golf lessons; and event programming and execution. The Head Golf Professional is regarded as a leader within Glen Arbour with some key attributes that are effective communication, empathetic, creative and motivated to continue to create a positive and welcoming golfing experience for all patrons.

### Responsibilities

- As part of the management team, continue to develop the Golf Club's reputation through consistently delivering high quality customer service
- Responsible for the oversight of our Pro Shop operational plan
- Oversee the rental and allocation of golf carts
- Oversee the reservation system, starting and monitoring of the pace of play
- Oversee and facilitate member events and leagues
- Manage the administration of the handicap program
- Enforce all rules and regulations governing golf course usage
- Implementation of policies and procedures and regular scheduling of staff members
- Assist in the recruitment, hiring, training and supervision of staff including, pro shop and starters
- Maintain a close relationship with the Director of Golf and other Department Heads
- Manage system controls to endure the safekeeping of assets, inventory and resources

- Promote a safe workplace by ensuring all staff perform their duties in a safe manner in compliance with all health and safety legislated requirements
- Manage a profitable Pro Shop merchandise inventory that is consistent with patron demographics and needs
- Assist in marketing and promotion of Golf Course and Club House, publication of newsletters and promotion materials
- Enhance the reputation and the image of the club
- Perform other duties and special projects as assigned

### **Qualifications**

- PGA of Canada Class “A” Professional with the PGA of Canada and a member in good standing
- Teaching and club fitting is essential
- Proven track record as a Head Golf Professional or Associate Golf Professional at a golf club
- Possess the desire to deliver outstanding customer service
- Have an engaging personality with good work habits
- Be extremely organized with experience in managing leagues, events and retail
- Must be able to work flexible hours including evenings, weekends and holidays
- Excellent computer skills, point of sale systems and online tee time reservations

### **Compensation**

- Salary will be discussed at interview
- 70% of teaching lessons and clinics

### **Benefits/Perks**

- PGA of Canada Dues Paid at the end of season
- Year Long Position
- Phone Plan
- Benefits Package
- 3 Weeks Vacation
- Flexible Schedule – One day dedicated to Teaching
- Equipment and Clothing Discounts
- Meal Discounts
- Playing Privileges

Qualified applicants are asked to submit their resume to the Director of Golf, Richard Stark – richards@glenarbour.com

### **Accommodation**

*We are an equal opportunity employer and are committed to creating an accessible and inclusive organization as well as providing barrier-free and accessible employment practices in compliance with relevant legislation. Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.*