

Location

Caledon Woods Golf Club - Bolton, Ontario

Posted

2022-02-06

Deadline

2022-03-04

Job Summary

The successful candidate will have the opportunity to work with a dynamic, energetic team and grow professionally within the progressive nature of ClubLink Corporation. Under the supervision of the Director of Operations, the candidate is responsible to manage all elements of golf related activities, resulting in an exceptional overall golf experience for all members and guests.

Responsibilities

- Opening and closing the golf shop and ensuring all other golf departments (golf car fleet) are open or closed in accordance with the facilities policies.
- Assist with recruitment, training, supervision, and evaluation of all golf department staff.
- Responsible for scheduling shifts for all golf department staff.
- Responsible for merchandising and monthly inventory controls of the pro-shop. Responsible for the promotions of pro-shop merchandise.
- Develop, plan and assists with member event coordination and golf tournaments, while working cohesively and communicating with the food and beverage, and turf departments when executing events.
- Maintain a close working relationship with golf course Superintendent and other department heads.
- Oversee the point of sale and reservation system, starting and monitoring of play. Track and verify all golfers and guests.
- Responsible for developing and maintaining member/guest relations.
- Maintains an attractive, orderly appearance in and around the pro-shop, practice facilities, and clubhouse to create a high-quality environment.
- Assists in the publication of online newsletters and submits any golf related promotional ideas to the marketing team to be distributed.

Qualifications

- Prefer graduate of an accredited golf management program
- Prefer Class "A" member of the PGA of Canada
- Extensive knowledge of Microsoft office.
- Knowledge of IBS or related point of sale and reservation systems.
- Strong club fitting skills preferred.
- Ability to handle cash, credit, and debit transactions.
- Friendly and outgoing personality.
- Strong organizational and time management skills.
- Committed to work a variety of shifts (early mornings, mid-day, evenings, weekends and holidays).

Compensation

- Negotiable based upon experience; aim to be higher than Associate average

Benefits

- Excellent, to be discussed

PGA of Canada Specialization

Golf Operations

Course Website

<https://caledonwoods.clublink.ca/>

Employment Duration

Full time Seasonal position.

Contact Information

Please send all resumes to klane@clublink.ca

Accommodation

ClubLink is an equal opportunity employer committed to providing an inclusive workplace. Please contact jobs@clublink.ca if a workplace accommodation is needed throughout the selection process. Thank you for your interest in ClubLink.