



Job Title: Assistant Professional / Pro Shop Manager
Assistant Teaching Professional

About Sawmill:

Sawmill Golf Course is a busy, family owned, semi-private golf facility located in Niagara with a full membership, active weekly leagues, and lesson programs. Our junior program has quickly grown into one of Ontario's finest and we provide lessons to over 400 kids each season. We are home to many popular member and club events and we regularly host competitive junior and amateur tournaments.

At Sawmill, we have a passion for golf. We believe people of all ages will benefit from the pursuit of golf. Sawmill is defined by a welcoming family environment, friendly service, and quality course conditions.

Job Summary:

This position is an opportunity for a hardworking, enthusiastic and passionate individual that encompasses two roles:

The *Assistant Professional / Pro Shop Manager* is responsible for the day to day service and operations for the Pro Shop.

The *Assistant Teaching Professional* will aid in the operation of our instructional programs working with our PGA of Canada Director of Instruction.

Hours:

Full-time, seasonal from March to November.

Golf Operations

- April, September, October, November 30-40 hours per week.
- May to August 20-25 hours per week (due to instructional responsibilities below)

Instructional Operations

- May to August 15 – 20 hours per week, with varying days and hours
- Private lessons are encouraged
- Option for off-season lessons and programs (indoors)

Performance Standards and Responsibilities

Golf Operations:

- Oversee all golf operations in the pro shop and on the course and practice facility.
- Supervise and lead pro shop and junior maintenance (back shop) staff.
- Welcome, check in, and provide exceptional service to members and guests in the pro shop.

- Ability to work independently while showing initiative to learn and solve issues.
- Complete daily opening and closing procedures, when needed.
- Manage tee sheet and scheduling of daily play.
- Knowledge of Tee-On point of sale is an asset
- Manage and execute seven weekly golf leagues and various member events.
- Maintain inventory controls and manage inventory of merchandise.
- Have knowledge of current hard and soft good merchandise and pricing.
- Assist with scheduled club fittings and manage custom club orders.
- Perform on-site club repairs and regripping.

Instructional Operations:

- Assist in executing all facets of the golf instruction including the junior program, adult Rec Golf, Get Golf Ready, Ladies' Clinics and TRY Golf programs.
- Be actively involved with other junior initiatives including Summer Golf Camps, Golf-Hockey Camps, Junior Skills Challenge, Junior League, etc.
- Give private instruction when not engaged in other work.
- Assist in the operation and presentation of the practice facilities.
- Maintain and promote a positive professional image within the community.

Qualifications:

- Current Apprentice Professional or Associate Class "A" Professional of the PGA of Canada in good standing, with experience managing or ready to manage golf operations staff.
- Proficient in teaching private lessons, group clinics and junior programs or have a strong desire to gain significant teaching experience.

Compensation: Very competitive based on experience with excellent potential for lesson revenue. Other benefits may include playing privileges, equipment and apparel program, and food allowance.

Start date: March 2022

Contact: Email resume and cover letter to Jeremy Julie, Director of Golf, at Jeremy@sawmillgolf.com

Deadline for Application: February 15, 2022. Interviews will be held in February.

We thank all applicants for their interest, however only those considered for an interview will be contacted.