



## **Assistant Golf Professional Windermere Golf & Country Club**

### **RESPONSIBILITIES**

- Day to day Pro shop operations including tee time reservations, merchandising, members' and guests' financial transactions
- Enforce rules and regulations of the club
- Playing golf with Members
- Opening and Closing details including security and cash reconciliation
- Assist in all merchandising activities including clothing, accessories, golf equipment
- Organization of members' events
- Inventory management, updating of merchandise displays and Pro Shop cleanliness
- Some shoulder season Golf Services responsibilities
- Supervising and management of Pro Shop and Guest Services staff of approximately 5-6 during peak season
- Overseeing all aspects of outside operations including power carts, and club storage
- Administrative duties as assigned by the Director of Golf
- Teaching (private lessons, group clinics, & junior clinics)

### **QUALIFICATIONS**

- PGA member in good standing
- Strong communication skills, organizational skills, customer service skills and outgoing personality
- Ability to work effectively and efficiently in a team atmosphere
- Ability to work in a fast paced environment
- Attention to detail
- Experience with POS and booking systems

### **ADDITIONAL DETAILS**

- Start Date: April 1st
- Finish Date: mid-October
- Gross Salary: \$700-\$800 per week based upon experience
- Staff meal discount
- 80% of Lesson Revenue
- PGA of Canada Dues
- Full playing privileges at Windermere Golf & Country Club

Please forward your cover letter and resume by email to:

Jim Rennie  
Director of Golf  
Windermere Golf and Country Club  
[jim@windermeregolf.ca](mailto:jim@windermeregolf.ca)  
705-769-3381 ext 4