



South Muskoka Curling & Golf Club

10 Golf Course Road, Bracebridge, Ontario P1L 1M6
Phone: (705) 645-4221 • Fax: (705) 645-1679
www.southmuskoka.com

Job Description

General Manager / Director of Golf ("GM/DOG")

South Muskoka Curling & Golf Club situated in the heart of Bracebridge, Ontario, is seeking a General Manager/Director of Golf.

Founded in 1974, South Muskoka is steeped in long standing tradition, built through a strong membership base and one of the best semi-private facilities in Muskoka. Extensive renovations and advancements have taken place on both the Clubhouse and course over the last number of years. South Muskoka has continually embraced change over the years to meet member and guests evolving needs and expectations to attract new members.

The Board of Directors is committed to the improvement of the daily member and guest experience with a focus on consistently providing over 700 members, their families and guests with a golf, curling and social experience that is valued and exceptional in a warm, welcoming environment.

Host to over 20,000 rounds of golf per season, our golf course, is well known to be premier course in the area. Our Clubhouse is very a popular venue from casual dining, banquets, weddings and a variety of social events and business functions.

Posting Summary

The General Manager/Director of Golf at South Muskoka reports to the Board of Directors, with directly reporting to the Boards Chairman. The GM/DOG is expected to provide quality leadership, inspiring a shared vision for the Club, and leading a strong team to understand this vision. The GM/DOG will have strong financial experience overseeing, monitoring, and adhering to all aspects of the Club's operations and capital budgets while implementing strategic changes when necessary.

Duties and Responsibilities:

1. To manage the Club's business as established by the Board of Directors by:

- Managing all staff in accordance with Club policies and provincial legislation
- Establishing procedures to carry out the objectives and policies established by the Board
- Authorizing expenditures within the prescribed limits and budgets established by the Board
- Preparing annual operating and capital budgets for the Board's review and approval. In addition, prepare 5-year financial forecasts as required by the Board
- Preparing and maintaining records that are required for the successful operation of the Club
- Supervising all staff by ensuring their duties and responsibilities are properly defined and efficiently performed through the heads of each department

- Acting as the Team Leader at South Muskoka, conduct regular department head meetings
- Attending all meetings as required or requested in relation to the Club's business operations

2. To ensure the golf course is maintained in optimum condition by:

- Through the Course Superintendent, monitoring all course operations
- Ensuring the Course Superintendent is advised of any changes or improvements that may be required from time to time

3. To ensure the Food & Beverage operation is up to standard by:

- Co-ordinating the preparation of menus for banquets, special events, dining room, price structures, etc. in conjunction with the Bar & Dining Supervisor and the Chef, including the dining room's operation efficiency and service
- Ensure billings for events and special functions held in the Club are properly and accurately processed by all parties involved.

4. To ensure all golfing and social activities are handled in a professional manner, and provide excellent service and value to the Club's members by:

- Developing and administering the scheduling and nature of all golf events held at the Club, both inside and outside events
- Ensuring the golf shop is staffed and operated at a professional level, providing optimal service to the members
- Ensure the continuation of the extremely successful junior golf program at South Muskoka
- Regularly communicating with members about Club activities, events, news, etc. via the newsletter, by email, or on the club's website as appropriate

5. To ensure South Muskoka's buildings and property are maintained in superior operating condition by:

- Monitoring the requirements of any repairs or improvements that may need to be done inside or outside of the buildings and property and ensure they are carried out
- Maintain and regularly update the projected property and maintenance schedule. Ensuring the maintenance & cleaning of the buildings and that all property is properly maintained

6. To ensure the administration procedures and operations are properly and efficiently performed by:

- Overseeing the office and administration functions through the Office Administrator by ensuring the financial statements are prepared monthly, overdue accounts are followed up, purchases and accounts receivables are properly recorded
- Ensure that all administrative functions of South Muskoka are carried out using the current best practices in the business and in an efficient manner
- Ensuring memberships are billed in accordance with the fees structure established by the Board

- Ensuring all invoices are correct and prepared for signature by the President or other authorized person on the Board
- 7. To ensure the Chairman and the Board are informed of the status of all Club operations by:**
- Prepare a detailed monthly report to the Board including detailed financial updates, reports from committee meetings, and any other information or details that will require the Boards approval

Qualifications:

Minimum college or university degree in Business or Management, and/or related industry experience in a similar position

PGA of Canada member an asset

Must have excellent communication skills

Must have demonstrated leadership, supervisory, and organizational abilities

Compensation:

Salary will be commensurate with candidates' qualifications and experience. The Club offers competitive performance bonus and benefits package. Resumes are to be submitted by November 15th, 2020; all applications will be treated in strict confidence. Interviews and hiring may occur prior to the close of this listing, please send resumes as early as possible. Only those applications selected for an interview will be contacted.

Qualified applicants may submit cover letter with salary expectations and resume to:

Rick Nelson
Chairman of the Board
South Muskoka Curling & Golf Club
birdienelson15@gmail.com