



Director of Golf: Jason Bennett  
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Oak Bay is an 18 hole, par 72 golf course which is part of a development that includes condos, townhomes, detached homes and a marina.

It is a natural marvel that seamlessly fits with its rugged environment. That means some holes with rocky outcroppings and others that are framed by the Georgian Bay shoreline. Still others are made more intimate by delightful swaths through the dense forest that so defines the Muskoka region. Known for its impeccable conditioning, most of all Oak Bay is a delight to play.

**Position:** Entry Level Assistant / Pro Shop Attendant  
**Period of Employment:** Full Time April 22<sup>nd</sup> to October 31<sup>st</sup>  
(Beginning and end of season weather dependent)

**Job Description:**

To ensure the smooth and efficient operation of the Pro Shop and check in experience. We expect you to exceed our members' and guests' expectations. Our goal is to create an environment where every guest that visits Oak Bay Golf Club will have an exceptional golf experience. The successful candidate is responsible for the guest's satisfaction while he/she is in the Pro Shop. The highest levels of professionalism are expected.

**Responsibilities:**

- Oversee and assist golf operations staff
- Assist with Pro Shop merchandising, Retail sales and Inventory control
- Develop strong relationships with our members, residents and guests
- Assist the Director of Golf in delivering first class experience for all tournament, league and member event play
- Monitor pace of play daily utilizing our time chart and policies
- Communicate with the starter to update check-in status of golfers
- Answer phones, direct calls, and take reservations as required
- Help develop new best practices for golf shop and golf operations staff
- Maintain a clean and organized retail shop
- Participate in health & safety and promote safe practices
- Open and closing of pro shop
- Become proficient in operating the POS system including all daily reports, deposits and cash procedures as outlined in your training
- General office work. Inputting emails, preparing cart signs, tournament preparation, etc.

**Candidate Qualifications:**

- Strong communication, interpersonal and computer skills
- Positive work ethic, attitude and initiative
- Can succeed in a team atmosphere but capable of independent work
- Available 5 or 6 days a week at varying shift times
- PGM student or graduate an asset

**Salary:**

\$14 to \$15 per hour to start with the possibility of a weekly salary to be negotiated based on experience.

Interested candidates can email your resume and cover letter to Director of Golf Jason Bennett at [jbennett@oakbaygolf.com](mailto:jbennett@oakbaygolf.com).

***Oak Bay Golf Club is an equal opportunity employer and we would like to thank all applicants for their interest. Please note that we will only be contacting the candidates under consideration.***