

GOLF CLUBHOUSE MANAGER

The City of Camrose is seeking a dedicated and highly motivated Golf Clubhouse Manager to join our dynamic and committed team. Reporting to the General Manager of Community Services this position will be responsible for the management, administration, and operation of the City of Camrose Golf Clubhouse including the pro shop, golf food services, golf customer service, clubhouse operations, tournaments and events.

FUNCTIONS/DUTIES (but not limited to):

- Develop, administer and monitor operational and capital budgets for golf clubhouse services.
- Oversee the hiring, training and supervision of golf clubhouse staff.
- Supervise and coordinate all aspects of the Pro Shop tee sheet and retail operations, including ordering, receiving, pricing, inventory tracking, displaying and selling of goods and end of day cash out.
- Recruitment, coordination and supervision of food services contracts or staff.
- Attract and plan tournaments and events.
- Coordinate and run golf training activities.
- All other relevant duties as assigned.

QUALIFICATIONS:

- Class A Member of the PGA of Canada in good standing is an asset or equivalent Golf Course and Recreation management experience.
- Proficient computer skills including Microsoft Office, Tee Sheet booking software, Point of Sale software.
- Effectively adapting to tight deadlines, heavy workloads and sudden or frequent changes in priority in order to accomplish objectives.
- Excellent interpersonal and communication skills, with a strong customer service approach, and the ability to develop and maintain effective working relationships with a wide variety of people, including senior management, golf groups and associations, contractors, staff and the general public.
- Demonstrated professionalism and well developed leadership skills.

The successful applicant will be required to produce a current and satisfactory Driver's Abstract and Police Information Check.

HOURS OF WORK: The base hours of work for this position equate to 37.5 hours per week, working on a flex schedule to accommodate busy time of the golf operations during the golf season. Monday to Friday, 8:00 to 4:30 with two fifteen minute coffee breaks, and a one-hour lunch break during the non-golf season. Please note, additional hours will be required during the golf season. The additional hours will apply to this positions schedule during the non-golf season and will reduce the hours accordingly.

ANNUAL SALARY: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below by January 31, 2023 at 4:00 p.m. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose - Attention: General Manager Community Services
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
P:780.672.9195 | E: hr@camrose.ca | W: www.camrose.ca