

Sample Job Posting

ALBERTA PGA GOLF CLUB

PRO-MANAGER

Deadline: *DATE TBD*

Introduction

Explanation of Club & Location, Brief Explanation of Position

Start Date

Club Activities and Personnel involved (working with/reporting to)

Responsibilities

1. Supervising approximately 18 staff members (Office, Pro Shop, Back Shop, Food & Beverage) and ensuring that all staff provide excellence in customer service, conveying an image that reflects the high standards of the entire facility.
2. Overseeing and maintaining the highest standards in the following aspects of the golf operation:
 - a. Pro Shop operation and Merchandise, Club Storage, Power Carts, Pull Carts, Driving Range
 - b. Computerized Handicap System
 - c. Competition and Events, including administering Rules of Golf, Scorecards, Pairing Sheets, Starting times, Scoring, Prizes
 - d. Clinics, Lessons
 - e. Junior Golf
3. Implementing all policies and plans established by owners
4. Monitoring Operational policies, procedures and budgets
5. Preparation of Club Financial statements
6. Monitoring of Club cash flows
7. Care and maintenance of facility's assets
8. Marketing and Promotion of the Golf Club
9. Ensuring Club Standards are met/exceeded at all times
10. Establishing and monitoring all Purchasing and Inventory procedures
11. Involved with all Club Meetings and Functions, internally and externally
12. Overseeing the tournament operation and organization

REQUIRED QUALIFICATIONS

1. Class 'A' Member in good standing with the Canadian PGA.
2. A minimum of five years previous experience in the capacity of General Manager or Head Professional.
3. Some Food & Beverage Experience is required.
4. Strong communications skills.
5. An ability to provide excellence in customer service.
6. Strong Financial Management skills.
7. Strong Managerial, Leadership, Promotional and Human Resource skills to promote the entire facility and motivate, direct and lead a customer service oriented team

DESIRED QUALIFICATIONS

1. Public and new golf course experience would be an asset.
2. A strong understanding of turfcare and facility maintenance would be an asset.

Remuneration for this position will start at approximately ***TBD BY SELECTION COMMITTEE***. Applications must be received in the Alberta PGA Zone Office, no later than **5:00pm on DATE TBD BY SELECTION COMMITTEE**. All applications received will be forwarded by the Alberta PGA Zone Office to the GOLF CLUB SELECTION COMMITTEE for the interview and selection process. #204 – 5809 Macleod Trail SW, Calgary, AB, T2H 0J9, Email: info@albertapga.com, Fax: (403) 256-8895.