



LOCATION

Bragg Creek, AB

COURSE WEBSITE

www.wintergreengolf.com

EMPLOYMENT TERM

Full-time, Seasonal

DEADLINE TO APPLY

March 15, 2024

START DATE

April 8, 2024

PGA OF CANADA SPECIALIZATION

Golf Operations



ASSISTANT GOLF PROFESSIONAL / GROUP SALES COORDINATOR

The Wintergreen Golf & Country Club is seeking the services of an Assistant Professional / Group Sales Coordinator to help the Head Golf Professional in the management of the facility's day-to-day golf operations.

ABOUT COURSE

The Wintergreen Golf & Country Club is an 18-hole semi-private golf course located in the picturesque Foothills near Bragg Creek, AB. Wintergreen is owned and operated by Resorts of the Canadian Rockies Inc.

JOB SUMMARY

The ideal candidate will be responsible to supervise and manage golf operations in the absence of the Head Golf Professional. All duties of the position shall be performed with a commitment to the highest level of customer service and total satisfaction of all members and guests, which will include, but are not limited to checking in golfers, handling cash, maintaining control of the tee sheet, organizing tournaments and leagues, overseeing golf operations, retail sales and developing good relationships with members.

RESPONSIBILITIES

- Assist in all areas of Pro Shop service operations including answering telephone inquiries, booking tee times, and checking in customers while providing excellent customer service and sales.
- Be responsible for generating sales and booking small and large tournament groups.
- Organize and assist with all member events and tournaments including leagues. This will include interaction face-to-face, over the phone and via email.
- Ensure all communication with group sales and staff is accurate, professional, timely and supports the best interests of the golf course.
- Handle financial transactions and complete cash out procedures.
- Provide a superior level of guest experience and golf course safety to all visitors and staff.
- Provide leadership, guidance and training to other Pro Shop employees and assist with scheduling as necessary.
- Help with general shop upkeep, cleanliness, and organization while also assisting with outside customer services and practice area operations as required.

ASSISTANT GOLF PROFESSIONAL / GROUPS SALES COORDINATOR

- Be responsible for the Junior Golf Program organization and execution.
- Provide golf lessons to members as well as public.
- Assist with the Starter and Marshal program organization as required.
- Perform additional duties as may arise and as may be assigned.

QUALIFICATIONS

- PGA of Canada member in good standing
- You should be comfortable using computers, POS systems and have strong cash handling skills and product knowledge.
- Excellent communication and organizational skills
- Strong interpersonal and problem-solving abilities
- Highly responsible & reliable
- Ability to work cohesively as part of a team
- Leadership skills
- Multitasking ability
- Customer-service oriented with a friendly and professional demeanor
- Strong attention to detail

COMPENSATION

- \$3,400 to \$4,100 Monthly
- Teaching Revenue

BENEFITS/PERKS

- Flexible Schedule
- RCR Resort Reciprocal Privileges
- Discounts on Food & RCR Hotels
- Playing Privileges
- Equipment and Clothing Discounts
- Pro Deals

CONTACT INFORMATION

Qualified applicants are required to submit their resume and cover letter to:

hr@wintergreengolf.com Attention: Stacey Beaudry, Human Resources Manager

We thank all applicants for their interest in joining the RCR team, but please note that only successful applicants will be contacted for an interview.

Resorts of the Canadian Rockies Inc. is an equal opportunity employer and is committed to creating an accessible and inclusive organization as well as providing barrier-free and accessible employment practices in compliance with relevant legislation. Should you require code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.