



## **PGA of Canada Apprentice/Associate Professional**

**Description:** HeatherGlen is seeking an Assistant or Associate Professional who is looking to advance their career within the industry. Professionals will have the opportunity to develop their skills in league operations, tournament coordination, inventory control, teaching, marketing, budgeting, staff training & supervision and the enrollment in the P.G.C. Assistant Management & Leadership Mentee/Mentorship Program.

### **Key Responsibilities:**

The ideal candidates will be primarily responsible for:

- Supervision & scheduling of Golf Operations team members and day-to-day course operations
- Assist & co-ordinate with the Head Golf Professional on tournament & event operations
- Organize, co-ordinate and supervise the Men's, Corporate, Women's & Open Leagues
- Grow business through tournaments, memberships & special events
- Assist with the inventory management, ordering and pricing strategies for the golf shop
- Teach lessons to public, pre-booked groups & summer camps for juniors

### **Skills & Experience:**

The ideal candidates will possess the following skills & experience:

- Professional communication & customer service skills
- League & Golf Event experience would be considered an asset
- Ability to work well with people of all ages and in various departments
- Basic to advanced knowledge of with Microsoft Office Suite
- Use of Club Prophet POS system would be considered an asset
- Sales & Retail experience with a passion for merchandising
- Leadership and management potential

**About HeatherGlen:** We are a busy 18-hole facility focused on growing the game and providing our guests with a fun and positive entertainment experience. As part of Play Golf Calgary ([www.playgolfcalgary.com](http://www.playgolfcalgary.com)), we are always on the lookout for people looking to set roots with a fast-growing golf company with professional growth possibilities that are nearly endless as we now own & operate 4 Golf Courses in Calgary.

### **Compensation:**

Compensation will be commensurate with experience and includes:

- \$3600-4200 per Month based upon experience
- Additional daily gratuities based upon daily sales
- 2023 PGA of Canada Dues
- Equipment package
- Schedule is based on a 5/6 day work week in season
- Schedule is based on a 4 day work week during off season working Simulators
- Enrollment in the PGA Leadership & Mentoring Program
- 90% of Teaching Revenues (Annually \$2000-8000 based upon desire & availability to teach)

- \$250 Education Allowance
- \$250 Tournament Allowance
- 50% Discounted Staff Meals

For further information on this position please contact Doug Repp, [doug@heatherglengolf.com](mailto:doug@heatherglengolf.com) or if you would like to apply please send your cover letter & resume to be held in strict confidence to Doug Repp, Head Professional, Tournament Director & Club House Manager.