



**Facility:** Heritage Pointe Golf Club

**Job Title:** Associate Professional

**Reports to the:** Head Professional

### **Description**

Heritage Pointe opened in 1992 and is home to one of the finest public access golf facilities in Canada. Nestled in the beautiful Pine Creek Valley in the Hamlet of Heritage Pointe located only minutes south of the city of Calgary. The course offers 27 pristine holes of golf, a full-service clubhouse, exquisite dining, fantastic wedding packages and large-scale practice facilities including a 3-hole loop and home of the only Golf Channel Golf Academy in Canada.

Heritage Pointe is looking for an Associate Golf Professional for the 2019 season and beyond who is positive, passionate and professional. This position has the opportunity to become full-time permanent at the completion of the season. We are dedicated to the growth and development of our staff; this position provides an excellent opportunity to learn and experience all areas of the golf operation.

### **Key Responsibilities**

- Responsible for day to day operations in the golf shop.
- Assist Head Professional with corporate tournaments and event organization, preparation and execution.
- Actively participate and assist in the planning and execution of all club events, including men's night and ladies' night.
- Manage the Golf Shop Retail operation through use of proper purchasing, inventory control, promotion and marketing.
- Assist the Head Professional to develop and deliver a variety of events and programs that will improve the participation and enjoyment of our users.
- Assist in hiring and training, including departmental policy and procedural manuals.
- Committed to administrative duties.
- Respond to emails and voicemails in a timely fashion.
- Exceed the expectations of our guests.
- Provide outstanding customer service.
- Represent the club at all times in the highest standards.

### **Job Requirements**

- PGA of Canada Member in good standing
- Golf retail and/or past experience as an Assistant/Associate Professional.
- Mature and self-motivated team player with strong leadership skills and a passion for golf.
- Excellent customer service skills
- Must have superior interpersonal and communication skills.
- Must be computer literate and have experience with the latest technologies used in Golf Operations.
- Knowledge and experience in retail operations including purchasing, merchandising and receiving.
- Self-motivated, strong work ethic and able to perform with little supervision
- Maintain a close and cooperative relationship with the Head Professional.

**Position Assets**

- Experience with Impact Tournament Scoring
- Experience with Club Prophet Systems
- Experience at a 27-hole facility
- Tournament and Event coordination experience

**Compensation Package includes**

- Salary: \$3,800 - \$4,000/month
- Duration: 10 – 12 months
- 90% of teaching revenue
- Meal Program
- Equipment and Clothing Package potential.

**Posting Date:** December 6<sup>th</sup>, 2018

**End Date:** January 6<sup>th</sup>, 2019

**Start Date:** February 1<sup>st</sup> – 15th 2019

All interested candidates please email your cover letters and resumes to:  
Steve Richardson, Head Professional  
Heritage Pointe Golf Club - [steve.richardson@heritagepointe.com](mailto:steve.richardson@heritagepointe.com)