

EMPLOYMENT OPPORTUNITY

Clubhouse Manager



The Village of Mannville is seeking a dynamic and experienced **Clubhouse Manager** to oversee and enhance clubhouse operations for the **2026 golf season**. The ideal candidate will bring strong leadership, a solid background in hospitality or golf club management, and a demonstrated ability to drive excellence in day-to-day operations. This role requires a proactive, hands-on approach to problem-solving, a focus on customer service, and a commitment to fostering a welcoming and professional environment for both staff and guests.

Duties:

- Develop annual plan and annual budget for golf course and campground, per the Village of Mannville’s Policy.
- Purchase and approve purchase of supplies and materials within budgetary limitations.
- Oversee all staff (grounds keeping and clubhouse).
- Oversee hiring, disciplinary action and/or termination of all golf course staff;
- Oversee, review and approve of all timesheets for all staff at the golf course.
- Maintain security of golf course and campground property and buildings.
- Maintain public relations activities for the golf course and campground customers.
- Maintain working knowledge of golf course and campground operations.
- Ensure compliance with provincial and federal guidelines regarding food safety and alcohol sales.
- Monitor the food and beverage facility to ensure the quality of food and timeliness of service.
- Ordering and inventory control for all pro-shop stock.
- Follow insurance procedures and all emergency procedures.
- Oversee the collection, balancing and management of all revenues for the golf course.
- Coordinate and manage tournaments, leagues and other golf activities.
- Oversee the Village’s Health and Safety program for the Golf Course.

The candidate should posses the following qualifications:

- ⇒ Experience in golf course operations and/or business management.
- ⇒ High School Diploma (required)
- ⇒ Valid class 5 drivers license
- ⇒ Demonstrated Microsoft Office Tools Experience (word, excel, outlook)
- ⇒ Excellent organizational, oral and written communication skills.
- ⇒ Well developed interpersonal skills and demonstrated ability to deal with the public in a courteous and efficient manner
- ⇒ Experience with managing employees
- ⇒ Ability to work effectively, both independently and as part of a team.

Those interested in the position may submit their confidential resume, with salary expectations, on or before the end of day **November 3, 2025** to:

Village of Mannville
Attention: Brooke Magosse, CAO
PO Box 180
5217 - 50 Street
Mannville, Alberta T0A 2W0
Phone: (780) 763-3500
Fax: (780) 763-3643
Email: cao@mannville.com

The Village of Mannville thanks all applicants, however only those selected for interviews will be contacted.