



River Bend Golf and Recreation Society is seeking a year-round General Manager to oversee 425 acres which include an 18-hole golf course, 9 hole mini-links, driving range, practice facility, and year-round outdoor recreation area, which, includes cross-country skiing, biathlon range, walking trails, Discovery Canyon water park, boat launch, and picnic area.

Position commences: Feb. 1, 2019

Responsibilities:

1. Reports to the board of directors; administer all policies, procedures, and guidelines as established by the board.
2. Supervises approximately 8 permanent and 90 seasonal/part-time employees. Duties include ensuring that staff provides excellent customer service, conveying an image that reflects the high standards of the entire property.
3. Oversees and maintains the highest standards in the following aspects of the operation:
 - a. 18-Hole Golf Course, Pro Shop, and Merchandise, Power/Pull carts, Driving Range, Practice Facility, and mini-links
 - b. Recreation area includes Cross-Country Ski Trails, Biathlon Range, Walking Trails, Boat Launch, Discovery Canyon Water Park, and Picnic Area.
 - c. Food and Beverage Services
 - d. Golf Course Maintenance, Summer and Winter Recreation Maintenance
4. The GM will work with the Board in developing annual operating and capital budgets by monitoring daily operations and by evaluating year financial information to construct annual and long-term budgets. Will act as coordinator of all department budgets.
5. Monitors the Society's Cash Flows.
6. Markets and promotes the Property.
7. Ensure standard area met or exceeded at all times.
8. Act as a liaison between the Society and the City of Red Deer.
9. Continue to cultivate a positive and mutually beneficial rewarding relationship in the developments and operation of River Bend Golf & Recreation Area.
10. Develop effective partnerships and sponsorships with Community organizations in the development and operation of River Bend Golf & Recreation Area.
11. Coordinate and oversee immediate and long-range planning efforts to meet Community needs for open space, recreation programs, and property development.
12. Respond to internal and external customer questions and complaints in relation to operation, research problems and initiate problem resolution.

Qualifications:

1. Strong financial management skills
2. Bondable
3. Previous golf course, recreation or hospitality management experience an asset.
4. Experience in providing excellent customer service.
5. Strong managerial, leadership, promotional and human resource skills.
6. Promotes the entire property and motivates, directs and leads a customer service orientated team.
7. Demonstrates interest in lifelong learning.
8. IT proficient. Working knowledge of Microsoft Software, Sage, Chrono Golf, Social Media and Web Page Management.

Compensation:

The contract negotiated on a yearly basis. Salary to be negotiated but expected to be in the range of \$80,000 to \$110,000 plus Group Insurance Benefits, RRSP, on-site housing, professional fees, meal, education, and clothing allowances.

Please forward applications to River Bend Golf and Recreation Society, Human Resources Committee, via email to rlwchuk@telus.net.

We thank you for your interest in the position. Only candidates selected for the interview will be contacted.