



Golf Club Manager

The Edson Golf Club is located in the community of Edson, Alberta. We are located on Highway 16 approximately 2 hours west of Edmonton in the foothills of the Rocky Mountains. The Club was formed in 1955 and is a member-owned and managed 18 hole, full service golf club, including the addition of two simulators in our new clubhouse that was opened in the summer of 2021. We have a stable, mature membership base and welcome the general public to our golf facility. The Club is managed by a 10 member Board who are elected from the membership and we take pride in being fiscally responsible in the operation of our facility.

At The Edson Golf Club, we believe our Associates are our greatest assets and strength and provide us with a competitive advantage. Operations management focuses on carefully managing the processes to create the highest level of efficiency possible. We understand that management /leadership plays an important role running an operation, delivering memorable experiences to members and their guests as well as club employees.

Ideal candidates are sociable, positive, able to work in small or large groups, and possess strong communication and interpersonal skills. As the Golf Club Manager, you are a key member of the golf operations team at the club, managing all golf and golf-related activities at the facility and reporting directly to the Club's Board of Directors.

Previous golf industry experience is a requirement for the position. Ideal candidates should have flexible schedules and availability to work weekends and holidays, as needed.

Key Responsibilities:

- Lead and manage all aspects of the Golf Shop, Member Services, Driving Range and Golf Operations
- Maintain and promote a well-respected and professional image within the Club, Industry, and Surrounding Community

- Recruit, hire, train, and lead Golf Shop, Indoor/Outdoor drink service, as well as on-course food and beverage staff
- Organize, schedule, and manage all Club events, leagues, instructional programs and other activities
- Procure and maintain appropriate stock for the Club's pro shop
- Work closely with the Treasurer of the Board to determine the annual Golf Operations budget, including monthly reporting to the Board
- Work with a part-time bookkeeper and treasurer on all aspects of the Club's finances
- Be responsible for managing or hiring out the social media aspects of Edson Golf Club
- Implement, enforce, and maintain all Club policies
- Attend and assist with various Club committee meetings
- *Optionally:* EGC is also looking for a kitchen contractor to run the food services of EGC and would be open to discussing adding this to a candidates' set of responsibilities with reasonable compensation

Qualifications:

- Exceptional customer service skills
- Prior experience managing a golf course is considered a required qualification; however the Board would be willing to look at a less experienced candidate if they could evidence strong managerial capabilities
- Strong leadership skills with the ability to lead within areas of responsibility
- Willingness to take initiative to improve areas that they see fit
- Excellent communication skills
- Ability to work within a team environment
- Strong computer skills, especially with Word, Excel, Quickbooks, GolfNow, and Lightspeed POS systems would be considered an asset
- Knowledge of social media and marketing tools
- Optionally:* The Edson Golf Club is also looking at filling a kitchen contractor/manager position, and thus a candidate that could demonstrate an ability to fill both the golf course managerial

role as well as the role of managing the food operations of the course would be considered an extremely strong asset

RENUMERATION AND BENEFITS:

\$55,000 to \$85,000 depending on qualifications and experience

Wages to be paid by bi-weekly direct deposit

Benefits

- Yearly CPGA Dues paid by Edson Golf Club
- Flexible Schedule within reason
- Playing privileges
- \$100 per month Cell Phone allowance
- Equipment (Player's Package) from supplier of choice
- \$500 per year merchandise allowance (at cost)
- \$150 per month for Alberta Blue Cross coverage
- Continued Professional Development
- Tournament entries (to be reviewed by club)
- Buying Show expenses paid by Edson Golf Club
- Club willing to negotiate other compensations

The Edson Golf Club provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.