



Head Golf Professional

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 a Head Golf Professional, 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.

Role Purpose:

Oversees and maintains all facets of the golf operation. Providing professional support, direction, management, training, and leadership to golf staff associates. Promoting and nurturing customer relations and enhancing the quality of the golf experience. Responsible for the day-to-day golf operations.

Essential Duties:

- Oversees all golf operations including tournaments, rules, tee sheet activity, merchandise inventory, range operations, player service operations, fleet, and may assist with supervising Food and Beverage operations.
- Assists in the development and day to day tracking of the budget and business plan. Helps to control expenses in relation to revenues.
- Creates a customer service-oriented atmosphere that promotes the game of golf and meets the needs of the members. Ensures that associates provide a high level of customer service.
- Works closely with the Superintendent and the Food and Beverage Manager on a daily basis to ensure timely communication and to establish a good working relationship.
- Prepares work schedules and assigns associates areas of responsibility.
- Responsible for Data Capture / Data Collection of golfing guests and potential customers utilizing Rewards and/or other club defined data collection processes.
- Performs payroll tasks as scheduled and adjusts prior to submitting to payroll. Monitors hours to maximize productivity and minimize overtime.
- Provides leadership and vision to golf staff, building people, and preparing them for career advancement.
- Provide golf instruction through lessons and clinics to members and guests, including all aspects of our Junior Golf Programs.
- Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.
- Manages department members that may include, but is not limited to: Assistant and Associate Golf Professionals, Teaching Professionals, Tournament Coordinator, Food and Beverage, and Guest Services Attendants.
- Assures that effective orientation and training are given to each new associate. Develops ongoing training programs.
- Monitors business volume forecast and plans accordingly in areas of manpower, productivity, costs and other expenses.
- Responsible for implementing and maintaining excellent service to achieve guest satisfaction.

- Incorporates safe work practices in job performance.
- Regular and reliable attendance.
- Performs other duties as required.

Education/Experience:

- Bachelor's degree (BA) from four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience
- A current PGA of Canada Professional designation.
- One or more of PGA of Canada Specializations: Teaching, Coaching, Golf Operations, Management & Leadership.

Job Knowledge, Skill, and Ability Preferences:

- Knowledge of Microsoft Office applications.
- Experience with computerized POS and tee time system.
- Experience with Google Docs/Applications
- Experience with website updating and social media posts

This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.

RENUMERATION AND BENEFITS:

Compensation

\$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 federal, state, or 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.