



"We are a 9 hole golf course located next to picturesque Keho Lake in Southern Alberta that offers seasonal and overnight campsites. A true hidden gem."

KEHO PARK GOLF COURSE

Employment Opportunity **Pro Shop Manager – Contracted Term**

The Keho Lake Recreational Society board of directors are seeking an applicant to join our busy team as our pro shop manager.

There is a challenging 9 hole golf course with a clubhouse consisting of a pro shop and restaurant open to guests and golfers during our open season from March until October. There is also a campground which consists of 120 seasonal campers, 10 rental overnight campsites, and 2 group camping areas that are available for bookings.

As pro shop manager, you would be responsible for the oversight of operations pertaining to the golf course and campground.

Pro Shop Manager Requirements:

3-5 years in business management or related field, and supervisory experience.

3-5 years of progressively responsible experience within the golf industry.

Knowledge of some basic accounting procedures related to daily cash flow operations.

Membership with the PGA of Alberta considered an asset.

Knowledge base of computers, and the ability to use golfing and retail sales software.

Duties of the Pro Shop Manager can include, but are not limited to:

To book and arrange golfing for members and guests; and to collect all fees as required.

To arrange, organize, and collect fees in relation to annual golf and society memberships, and annual campground fees.

Be motivated in advertising and promoting the golf course and campground.

Ability to organize and run weekly golf leagues, outside booked tournaments, and club hosted tournaments.

To oversee the organization and operations of golf cart rentals, on grounds storage for golf carts and campers, and to collect on any fees related to rentals and storage.

To manage and oversee the pro shop retail operations for all inventory through purchasing, receiving, promotions, and sales to golfers and guests.

Have an interest to look into hosting golf programs or lessons for juniors and golfers.

Be able to work with the Course Superintendent and Kitchen Manager on a daily basis.

Have the ability to run the pro shop operations based on an annual budget presented by the board of directors.

Pro Shop Manager Skills & Assets:

Having an exceeded level of service and establishing positive relationships towards golfers, campers, and guests.

Ability to work independently, and to lead a team of pro shop staff.

Having effective verbal and written communications with the staff, board of directors, golfers, and guests.

Have a passion for the sport of golf, and the desire to promote the sport within the local community.

Employment Information:

This is a contracted employment with a yearly term running from March 15th until October 15th.

Wages are based on a yearly salary (negotiable) agreed between the pro shop manager and the board of directors.

How to Apply:

All applicants must provide a cover letter, resume, and 2 employment references.

Applications can be sent as PDF's via email to: keholakerecsociety@gmail.com

Deadline for all applications is November 25th, 2020.

Applicants who are successful will be contacted for an interview.