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The City work for you.



## Senior Coordinator

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Senior Coordinator, you will be responsible for staffing, retail management, and training. You will contribute to the development and execution of the customer experience and site optimization priorities at Calgary Recreation locations. Primary duties include:

- Recruit for Seasonal Golf Course Clubhouse staff including training and performance management.
- Oversight of developing staffing schedules and shift selection.
- Procure golf course merchandise and equipment for resale along with staff apparel.
- Support for up to five Clubhouse Coordinators.
- Provide technical support and professional knowledge to front line staff as required.
- Conduct critical analysis of all sites to find operational efficiencies and opportunities.
- Participate with Golf Administration team to act upon the Strategic Plan.
- Interact with golfing public and staff as required.

### Qualifications

- A completed 2 year diploma in Professional Golf Management and at least 3 years of relevant experience; OR
- A degree in Professional Golf Management and at least 1 year of relevant experience.
- A personal vehicle for business use is required.
- A valid Class 5 Alberta Driver's License with no more than 6 demerits OR a Class 5 Graduated Driver's License with no more than 4 demerits.
- Intermediate proficiency in the Microsoft Suite of products is required.
- Success in this position requires excellent planning and organizational skills to manage and prioritize a multifaceted workload and competing demands.
- Ability to work independently or as part of a cohesive team.
- Excellent customer service, problem solving skills, communication, and interpersonal skills.

### Pre-employment Requirements

- A security clearance will be conducted.
- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38	Business Unit: Parks & Open Spaces
Position Type: 1 Temporary (up to 22 months)	Location: 1001 Barlow Trail SE
Compensation: Pay Grade 8 \$36.58 – 48.91 per hour (2024 Rates)	Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Hours of work: Non-standard 38 hour work week	Apply By: December 20, 2024
Audience: Internal/External	Job ID #: 311011

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)