



#### LOCATION

Beaumont, Alberta

#### COURSE WEBSITE

<http://www.coloniale.ca>

#### EMPLOYMENT TERM

7 – 8 months with potential to be year-round

#### DEADLINE TO APPLY

December 6th

#### PGA OF CANADA SPECIALIZATION

Golf Operations



## ASSISTANT GOLF PROFESSIONAL

The Coloniale Golf Club, located in Beaumont, AB is seeking the services of an Assistant Professional to work along side the Head Golf Professional in the management of the facility's day-to-day golf operations. Our mission is to deliver an outstanding customer experience to our members and guests.

### JOB SUMMARY

The ideal candidates will be responsible to supervise and manage golf operations, reporting to the Head Golf Professional. All duties of the position shall be performed with a commitment to the highest level of customer service and total satisfaction of all members and guests. Key duties will include but are not limited to checking in golfers through our POS system, tee sheet optimization, organizing tournaments and leagues, junior program operations, and overseeing golf operations.

### RESPONSIBILITIES

- Oversee all aspects of Outside Services Operations including the team of staff members.
- Maintain Coloniale's customer service standards.
- Checking in golfers accurately prior to play.
- Responsible for proper cash handling procedures as well as making sure that all standards of operations are being met.
- Maintain control of the tee sheet and collect all guest, cart, and other fees.
- Accurately book tee-times for members and visitors, directing them to online booking when possible.
- Develop and nurture relationships with members and guests alike.
- Coordination and implementation of League, Corporate, and Member Events.
- Assist on inventory controls, checking-in merchandise in accordance with procedures, along with the organization of storage and display areas.
- Perform close of business functions following guidelines and procedures established by the Club.
- Ensure daily assignments are completed in their respective areas to meet Club standards.
- Coordination and implementation of Junior Golf Programs.

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## QUALIFICATIONS

- Strong interpersonal and problem-solving abilities
- Highly responsible & reliable
- Ability to work cohesively as part of a team
- Leadership skills
- Multitasking ability
- Friendly and professional demeanor
- Customer-service oriented
- Strong attention to detail
- PGA of Canada member in good standing or candidate for membership
- Tee-On POS knowledge an asset
- Working knowledge of Golf Genius
- Patience
- Confidence and dedication
- Communication skills
- Effective listening skills
- Accountability
- Time management skills
- Product knowledge

## COMPENSATION

- \$3200 - \$4000 / month based on experience
- 90 % of Teaching Revenue
- Junior Camp Payment
- PGA of Canada Dues Reimbursement upon completion of the season

## BENEFITS/PERKS

- Playing privileges
- Meal Program (50% off)
- Clothing Allowance

## CONTACT INFORMATION

Qualified applicants please submit your resume and cover letter to:

[jerry@coloniale.ca](mailto:jerry@coloniale.ca) Attention: Jerry Lukasewich, Head Golf Professional

*The Coloniale Golf Club is an equal opportunity employer and is committed to creating an accessible and inclusive organization as well as providing barrier-free and accessible employment practices in compliance with relevant legislation. Should you require code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.*