



EMPLOYMENT OPPORTUNITY

Golf & Winter Club Programmer

About Us:

Home to over 17,500 residents, Cold Lake is a city that offers a wealth of excitement, adventure and entertainment for all in any season. Hugging the southern shores of Alberta's seventh largest lake, this recreational paradise can be accessed in summer and winter through western Canada's largest inland marina. New housing, excellent educational facilities, a multipurpose recreational facility and a college are just a few of the highlights that truly make Cold Lake a community of choice.

Job Purpose & Responsibilities:

This is a permanent, full-time position with the Community Services Department.

Reporting to the Recreation Programs and Services Manager, this position is responsible for:

- Maintaining customer services levels at the golf and curling clubs by providing professional leadership and attentiveness to detail.
- Correspondence with clients regarding scheduling and invoicing.
- Pro Shop operations including tee-time and ice scheduling, tournament/bonspiel bookings, merchandise pricing and sales.
- Advertising, marketing and programming at the Cold Lake Golf & Winter Club.
- Maintaining the working condition of the curling rink.
- Promoting, developing and maintaining sponsorship opportunities.
- Administrative functions including scheduling and supervision of staff, new employee orientations, customer service and front desk coverage.

Hours of work are 40 hours per week, with daytime and evening availability through the week and weekend.

Qualifications:

- Two year program in Business, Recreation, or a related field.
- Three or more years' experience in Business, Recreation or a related field is preferred.
- Knowledge of event, golf and curling operations is preferred.
- Ability to work independently as well as within a team environment.
- Strong computer skillset.
- Standard First Aid certification.
- Satisfactory Criminal Record Check.
- Class 5 Driver's Licence.

The wage for this position is \$36.45 per hour.

This position is within the scope of AUPE Local 118/016, and as such you will be required to adhere to articles contained within the Collective Agreement.



City of **Cold Lake**

The City of Cold Lake offers a full Benefits and Pension Plan that is second to none!



Interested individuals should apply via the City of Cold Lake careers page [here](#).

The City of Cold Lake thanks all applicants for their interest in the opportunity. Only those selected for interviews will be contacted.