



Sturgeon Valley Golf and Country Club

Member Services Coordinator

As our **Member Services Coordinator**, you'll be the friendly face and trusted resource for our valued members. From handling financial transactions to crafting engaging communications, you'll play a key role in keeping our operations running smoothly. This position is ideal for someone who enjoys variety—one moment, you might be reconciling accounts, and the next, you could be posting on social media or designing a newsletter!

We are looking for the right person to create member experiences which rival the very best in the industry. Firm believers in the Disney approach to customer and member services – Impression, Connection, Attitude, Response and being Exceptional.

Our members are great people, our Club has great values and strategic pillars that guide our actions, behaviours and conduct. We are looking for someone special who gets it!

You feel a connection to our Values. We are committed to fostering an exceptional golf experience by: Building and maintaining lasting relationships. You believe in continuous growth and improvement. You, like us, embrace diversity and inclusiveness in all we do, and you also enjoy engaging our community.

You get to work at a great location, great environment and culture, great people and if you enjoy golf and the amenities that accompany such a historic game - Sturgeon Valley Golf and Country Club has it all.

Together, we can leverage your talents to take us to the next level. If you are interested in developing your career, pushing the boundaries on member and guest services, operations and administration - we need to hear from you! Working at the Club, your work schedule is primarily Monday to Friday, 8am to 4pm during the season, and off-season 9am to 4pm.

We offer a salary range starting at \$50,000.00 annually, an extended health and benefits package, golf and food privileges to help you feel your best.

The golf season is almost upon us so we will interview candidates as they present themselves – don't be left on the putting green – send your resume to gm@svgcc.ca straight away. Thanks, and we look forward to speaking with you!

To learn more about us at Sturgeon Valley Golf & Country Club and to see more details about this position, take a look at our website: <https://www.sturgeonvalleygolfclub.com>