

## **ASSOCIATE GOLF PROFESSIONAL**



**Department: Golf Operations**

**Reports to: Head Golf Professional**

Bears paw is searching for its next Associate Golf Professional with the opportunity to build our golf operations culture, our “why?”, and shape the elevated service level presented to Members and Guests from the ground up. This is a unique opportunity to join a Club where service comes first and creating memorable experiences is everything we strive to do. Our ideal candidate will be an outside the box thinker when it comes to running a golf operation, will be someone who “sweeps the sheds” and isn’t afraid of doing everything they can to support the team. This is an opportunity to not only play an integral role in establishing the overall culture at a newly private facility, but to help shape its future for many years to come.

### **Position Summary**

Responsible to work closely with the Head Golf Professional to promote all golf and golf related activities of Bears paw Golf Club and implement and adhere to the policies established by the Director of Operations and Board of Directors. Responsible to drive the culture and overall experience for the Membership, ensuring the highest level of service is adhered to by the Golf Operations team and actively ensuring our messaging is delivered in everything we do, say and put forward to Members and Guests.

### **Service Experience**

- It is your responsibility to welcome all members and guests to Bears paw Golf Club, introduce yourself by name, and to address the Member by name.
- Help create our Golf Operations culture and what our “why?” or rally cry will be when it comes to creating the best experience with all our members and guests.
- Adhere to the Bears paw Service Standards during all interactions.
- Responsible to maintain a professional approach and manner
- Embrace our teamwork standards; working well with all team members, leading by example, demonstrating hard work and consistently executing on expectations.

### **People Management**

- In conjunction with the Head Golf Professional, responsible for assisting with the daily management of the Golf Services & Golf Shop.
- Assists in assuming the roles and responsibilities of the Head Golf Professional, in their absence.
- Responsible for supervising, training and input towards the evaluation of Golf Shop & Golf Services Team members as requested by the Head Golf Professional.
- Ensure effective and timely communication with all departments.

### **Sales & Retail**

- Actively promote and sell all Golf Shop inventory.
- Understanding the Golf Shop sales targets, regular sales campaigns, and in-season sales focuses.
- Regularly share ideas and suggestions to assist in sales.
- Assist with ordering and receiving merchandise for the Golf Shop.
- Participate in regular product knowledge sessions and Golf Shop Team meetings.
- Ensure the Golf Shop is maintained in an orderly and clean fashion on a daily basis.
- Merchandising experience is considered an asset.

### **Operational**

- Overall understanding of all aspects of the Golf Operation
- Organizing and coordinating Member events and League days.
- Assist with the organizing and coordinating of Corporate Events.

- Promptly and accurately process all Member and Guest transactions, including retail sales & green fees.
- Understanding the POS system, the ability to complete all required transactions.
- Proper handling of daily balancing procedures and organizing cash outs.
- Complete proper opening/closing procedures.
- Knowledge of Bearspaw Golf Club booking guidelines and ability to communicate with members.
- Understanding Golf Shop procedures, record keeping requirements, member information, with all sundry records are maintained and updated as required.
- Understanding of Bearspaw website and communication tools.
- Experience using Golf Genius for event sign up, leagues, event registration, special orders, demos and more.

### **Teaching**

- Opportunity to support our Head Teaching Professional and their programs, with instructional hours, support in creating exciting initiatives and new ideas for clinics or lessons.
- Assist and promote lessons and clinics for corporate events.
- Periodically scheduled to “Walk the Range”, including but not limited to engaging all Members and Guests, providing golf tips, identifying service opportunities and aiding as required.
- Dedicate a reasonable amount of time to golf with Members.
- Support for the Junior Program with teaching, events, and mentorship.

### **Other Responsibilities**

- Maintain good standing within PGA of Canada.
- Identify and undertake opportunities to enhance personal development.
- Provide Members with interpretations of the Rules of Golf and club policies.
- Represent Bearspaw at various PGA of Alberta/Canada tournaments and events.
- Attend PGA of Alberta/Canada conferences, meetings, merchandise shows and educational seminars.

### **Qualifications**

- PGA Professional in good standing.
- Proven track record of exceptional customer service in a golf or hospitality setting.
- Experience building culture, messaging, coaching, and elevating experience.
- Experience in managing and working with teams in a leadership role.
- Strong communication and interpersonal skills with high levels of autonomy and a team focused thinker.
- Knowledge of golf related technologies, software and club fitting tools. Jonas, Golf Genius, Operation 36 considered an asset.
- Passion for both playing and teaching with a desire to share that passion with others.

### **Compensation**

- Year-round salaried position offering competitive industry wage and overall package.
  - \$54,000-\$60,000 salary
- Up to 15% of base salary based on set sales targets and agreed upon KPI both individually and as a team.
- 5% RRSP matching
- Medical and Dental benefits after 3 months of employment (probation period)
  - \$1,000 health spending account.
- 90% of lesson revenue
- Meal provided while on shift as per the Bearspaw Staff Meal Policy.
- 2 weeks paid vacation to be used annually (January 1- December 31)
- Flexible work schedule, time off in season, and a work/life balance that is mutually beneficial.
- PGA of Canada Professional dues paid annually.
- Education & Tournament allowance including expenses.
- Equipment and clothing package
- Full golf privileges for yourself and family at Bearspaw Golf Club.

**Start Date**

February 17, 2026 or agreed upon date by Head Professional and successful candidate.

**Course Website**

<https://www.golfbears paw.com>

**Social Media Page(s)**

<https://www.instagram.com/bears pawyyyc>

<https://www.instagram.com/bears pawgolfacademy>

**Employment Duration**

Full Time - Year Round

**Contact Information & Application Deadline**

Interested candidates should submit their resumes along with a detailed cover letter addressing qualifications and describing alignment/experience with the prescribed position **by Friday, January 23, 2026**.

Candidates selected for interviews will be contacted on Monday, January 26, 2026 to schedule appointments for that week. Confirmation of receipt will be provided to all applicants within 72 hours, however only candidates selected for interviews will be contacted further; we thank everyone who takes the time to apply for this position.

Please save and email these documents in Word or PDF format (save as "Last Name, First Name, BP Resume" and "Last Name, First Name, BP Cover Letter" respectively) to:

**Michael Graham – Head Golf Professional**

**Bears paw Golf Club**

**Email: [michael@golfbears paw.com](mailto:michael@golfbears paw.com)**