

Golf Course Manager Job Posting

Reports to: Chief Administrative Officer

Position Summary:

The Golf Manager will oversee the management functions of the Lee Creek Golf Course.

This position is intended to commence as soon as possible. Candidates may specify a preference of full time year round employment or seasonal employment (8-9 months)

Key Responsibilities:

Golf Manager:

- Oversee all management of the Lee Creek Valley Golf Course.
- Oversee all staff (Grounds keeping and club house)
- Oversee hiring and payroll of all staff at the golf course.
- Establish operational and capital budgets according to Town of Cardston policy.
- Pursue/oversee marketing and other applicable initiatives to enhance the golf course.
- Coordinate and manage tournaments, leagues and other golf activities.
- Oversee the collection, balancing and management of all revenues for the golf course.
- Oversee the Town health and safety program for the golf course.
- Act as the administrative support for the Golf Advisory Committee.

The candidate should possess the following qualifications:

- Experience in golf course operations and/or business management
- CPGA designation a benefit but not required
- High School diploma (required)
- Valid Class 5 drivers license
- Demonstrated Microsoft Office Tools Experience – Word, Excel, Outlook
- Excellent organizational, oral and written communications skills
- Well developed interpersonal skills and demonstrated ability to deal with the public in a courteous and efficient manner
- Experience with managing employees
- Ability to work effectively, both independently and as part of a team

Submit your confidential resume with salary expectations, on or before 4:30 pm Friday December 23, 2022 to:

Mr. Jeff Shaw
Chief Administrative Officer
Town of Cardston
PO Box 280, Cardston, AB, T0K0K0
Phone: (403) 653-3366
Fax: (403-653-2499
Email: jeff@cardston.ca