



SANDPIPER RESORT

GOLF COURSE

Position: Assistant/Associate Golf Professional

Location: Sandpiper Resort – Harrison Mills BC

Deadline: July 15

Submissions to: Trevor West – Head Professional trevor@sandpiperresort.ca

Position Summary - The successful candidate will work with and assist the Head Golf Professional with the day-to-day responsibilities of the golf department.

All Sandpiper Resort key personnel are to:

- Uphold Sandpiper Resort's mission and vision as determined by ownership/stakeholders.
- Maintain open communication and cooperation with all departments and managers for team results.
- Ensure each department is accountable for their activities and ensure their behaviours are consistent with objectives determined by the General Manager/Ownership/Stakeholders.
- Optimize the potential of all operations through the creation of dynamic programs to improve the guest experience.
- Provide positive public relations to all members and guests as well as promote resort programs and offerings.

Responsibilities

- Ensure superior levels of customer service and guest satisfaction.
- Ensure all members and guests have a positive golf experience at Sandpiper Resort.
- Responsible for assisting with the coordination of all member and outside golf events.
- Monitor outside services staff regularly to ensure a high level of customer service is being delivered consistently.
- Ensure that all golf shop merchandise is properly displayed, that adequate stock levels are maintained and that all special orders are placed appropriately and are followed up on.
- May assist with preparation of schedules for outside golf staff.
- Provide efficient use and accountability for the tee sheet.

- Provide ideas and suggestions to optimize the performance of the golf department.
- Ensure inventory of operational items are maintained.
- Provide and maintain merchandising and cleanliness standards for the Golf Shop.
- Report to Head Professional on operational issues, labour, productivity and any daily challenges/issues.
- Log and track rental club inventory and power cart usage.
- Regular maintenance and updating of software programs Tee-On, Golf Genius, Golf Canada etc.
- Play golf with members when requested, provided time permits and job responsibilities are not compromised.
- All other duties as assigned or required.

Qualifications

- Computer literate Re: P.O.S. systems, Word, and Excel.
- Competent understanding of golf equipment, modern fitting techniques and technology.
- Firm understanding of industry trends.
- Strong problem-solving skills.
- Excellent public relations skills. Must excel in customer service.
- Proven organizational skills and an attention to detail.
- Strong communication skills and a proven ability to work well in a team environment.
- Be neat and professional in appearance.
- Approach responsibilities in an organized and energetic manner.
- Member in good standing with the PGA of Canada is a plus.

Compensation/Benefits/Perks

- Negotiable based on experience
- 80% of lesson revenue
- 5-day work weeks
- Food Discounts
- Potential for club package
- PGA Dues Compensation

PGA of Canada Specialization

- Golf Operations
- Golf Management & Leadership

For more information about the Sandpiper Resort – Please view our website

www.Sandpiperresort.ca