

White Point Golf Club
Job Posting – Golf Course Operations Manager
Need - Immediate

Background

- White Point Golf Club (WPGC) is a Donald Ross, links style picturesque 9-hole par 35 / 36 golf course located on the South Shore of Nova Scotia. It has been in operation since 1932 and offers a challenging level of play for any skill level and offers some of the most beautiful golfing scenery in the province, with the Atlantic Ocean views available to be enjoyed from most holes.
- We are seeking out a purpose driven and passionate person who embraces our values. Our White Point team desires to bring a unique spirit and character to create a warm welcome to a place where remarkable memories are made.

Title

- Golf Course Operations Manager, WPGC

Reporting

- Reports to the Board of Directors, WPGC

Timing:

- Immediately – ready for 2024 White Point Golf Season - April through end of the golf season 2024
- Resumes can be sent to whitepointgolfclub@gmail.com
- Deadline to receive applications is January 19th, 2024

Brief Job Description

- The successful candidate will be responsible for development and maintenance of the Golf Course & Pro Shop, as well as minimal Clubhouse processes at the WPGC.
- Ensuring that our guests and members enjoy their experience, you will lead your team of retail associates and grounds crew in creating that authentic personal connection with them as soon as they walk through the door and while on the course that lets them know how important they are.
- You work exceptionally well under pressure and enjoy a fast-paced, multi-faceted operation.
- With a focus on ensuring all aspects of the business are taken care of, while role-modelling your pride in service excellence to the team infusing enthusiasm in everything you do.

The Golf Course Operations include but are not limited to:

- Devoting your full time and best efforts to the duties as the Operations Manager of all Operations of the WPGC including pro-shop operations, playing surface and equipment.
- Provide a clean and safe work and play environment for staff and customers.
- Tee time bookings and tee sheet management, pace of play, reporting, and analytics.
- Inventory ordering, merchandising, pricing, and margin controls.
- Excellent Customer service for patrons using the services or amenities of the course.
- Cart booking – power or manual, along with required sanitation and minor maintenance.
- Efficient Club storage and retrieval for members, and cleaning for rental clubs.
- Securing and organizing appropriate staffing to meet the needs of the Golf Course.

- Administrative duties as required by the Board of Directors and best practices.
- Liaise with all employees to ensure all customers' needs are met.
- Ensuring all staff are trained and using clean and safe operating processes.
- Start of day opening and end of day closing of POS and Sales reporting.
- Maintain courteous and professional relationship with the staff and all guests.
- Updating the Club's social media sites through consultation with the Board of Directors.
- Scheduling and management of personnel to ensure that appropriate course manicuring, use of pesticides, herbicides, fertilizers, knowledge, and application of irrigation systems.
- Proper use and maintenance of all machinery and equipment used at a golf course.

Required qualifications and skills:

- High school diploma (post-secondary education preferred)
- Previous experience in supervisory or Course Manager role
- Previous experience in Golf Course Turf Management
- Must have a provincially approved Chemical License for the use of Herbicides and Pesticides or be willing to take training to obtain such
- Positive attitude and excellent organizational, communication, and interpersonal skills
- Ability to handle multiple duties under pressure, while providing excellent customer service
- Ability to work flexible hours – weekends, evenings and holidays as required.
- Highly responsible, reliable, and responsive
- Experience with operating Point of Sales Systems
- Literacy with basic Computer Skills, i.e. Word, Excel, and Electronic Mail
- Literacy with social media platforms
- Experience in golf course related reporting practices and recordkeeping

Requirements of the position that you should be aware of:

- Based on the nature of our business and the service we provide to our guests and members; you must consent to background checks and provide references as required.
- As a seasonal recreational business, you can anticipate a schedule that will involve day, evening, night, and weekend work.

Our benefits include:

- Access to external training and development as required
- A competitive salary
- Complimentary membership
- Discounts in our Retail Shop for personal use items

Compensation

- Remuneration, based on skill and experience up to a maximum of \$45,000.00