

Assistant Golf Professional

Wolf Creek Golf Resort

Location: Ponoka, Alberta

Department: Golf Operations

Reports To: General Manager

Classification: Full Time or Part Time (must be able to work any shift including early mornings, days, weekends & holidays)

Summary:

Wolf Creek is looking for an energetic, self-starter with a strong work ethic to join our Golf Operations Team for the 2023 season. The Assistant Professional will be responsible for providing excellent service to all players enjoying their day at Wolf Creek. The Assistant Professional will be responsible for supervising and directing the rest of the Pro Shop team.

Responsibilities:

- Assist General Manager/Head Professional with all Golf Operations.
- Provide lessons to players.
- Supervise and lead Pro Shop and Golf Services staff.
- Preparation and execution of tournaments and events of all sizes and formats.
- PGA of Canada Member in good standing.
- Check in players for their scheduled tee times accurately and efficiently.
- Book tee times over the phone.
- Maintain set up and supply of Power Carts and Practice Range balls.
- Process credit/debit card and cash transactions.
- Greet and assist players upon their arrival to Wolf Creek.
- Clean and fuel Power Carts.
- Learn product knowledge of stock in the Pro Shop to assist/sell players.
- Maintain a clean and organized Pro Shop work area.
- Perform minor cleaning duties around Pro Shop, Landing and Clubhouse.
- Proficient in all our golf rates and programs.
- Help resolve player issues when required.

Qualifications:

- Strong customer service and troubleshooting skills
- Ability to lead others

- Able to work with minimal supervision
- Ability to deal with people sensitively, tactfully, diplomatically and professionally at all times
- Computer Literate
- Professional appearance and manners
- Strong work ethic and positive team attitude
- Strong attention to detail
- Ability to be flexible to fast paced situations
- Excellent communication skills
- First Aid (preferred)
- Lifting or moving up to 30 lbs may be required

To Apply:

Please submit your resume and cover letter to Aaron Miller, General Manager, via email at manager.wolfcreek@golfnorth.ca. Please write “Wolf Creek – Assistant Golf Professional” in the subject line.