



Job Title: (Hybrid)

Event Coordinator

Position Summary:

The Event Coordinator plans, organizes, and executes all golf tournaments, leagues, and special events to ensure exceptional member and guest experiences while maximizing participation and revenue.

Key Responsibilities:

- Plan and execute tournaments, charity events, leagues, and corporate outings
 - Coordinate event logistics including tee sheets, scoring, pairings, signage, and prizes
 - Work closely with the GM, Clubhouse Manager, Line Cooks & Turf Care
 - Manage event budgets, billing, sponsorships, and vendor relationships
 - Oversee event-day operations and staff assignments
 - Ensure compliance with handicap and competition rules
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Membership Director

Position Summary:

The Membership Director is responsible for membership growth, retention, engagement, and overall member satisfaction.

Key Responsibilities:

- Manage onboarding and orientation for new members
 - Maintain accurate membership records and reporting
 - Oversee renewals, dues billing coordination, and retention efforts
 - Address member concerns and enhance overall experience
 - Collaborate with GM on promotional campaigns & social events
 - Ensure compliance with Golf Canada handicap standards
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Outside Services Coordinator

Position Summary:

The Golf Outside Services Manager oversees daily operations related to cart fleet, driving range, and practice facilities to ensure exceptional service standards.

Key Responsibilities:

- Supervise outside services staff and scheduling
 - Oversee cart staging, cleaning, and maintenance coordination
 - Ensure club storage services operate efficiently
 - Enforce pace-of-play policies and safety standards
 - Train staff on customer service expectations
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RV Storage Supervisor

Position Summary:

The RV Storage Supervisor oversees the daily operation, security, and customer service functions of the club's RV and trailer storage facility.

Key Responsibilities:

- Manage space allocation, contracts, and billing
 - Maintain accurate storage records and waiting lists
 - Oversee facility security, gate access, and surveillance systems
 - Address customer inquiries and resolve issues promptly
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Qualifications:

- Experience in a public golf course or high-volume hospitality setting preferred
 - Strong organizational, and customer service skills
 - Knowledge of POS systems, inventory management, and cash controls
 - Ability to work weekends, holidays, and flexible schedules
 - Experience in property management or storage facility operations preferred
 - Strong administrative and record-keeping skills
 - Knowledge of safety and liability standards
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Compensation Package (2026):

- Salary \$ 5,700 per month (Beginning March 7). 44 hours per week. Future Salaries follow the CPI of AB.
- Empire Life Benefit Package: Extended Health benefits & Dental (Premiums 75% Employer, 25% Employee, minus Life & AD&D). Also covers spouse & offspring. Net benefit to employee is approx \$150-\$300 per month depending on # of people covered)
- Cell Phone Stipend: \$50/month (non-taxable benefit)
- TFSA 50% matching account (institution TBD. Taxable benefit.
- Profit Sharing Plan: (2026 forecast between \$ 2,000 - \$6,500 in 2026), Taxable benefit.
- 4 weeks paid vacation per year

Other Staff Perks For Upper Management:

- Complimentary Golf / Power Cart / Range / Golf Canada Membership
- Proshop: Soft Goods: 30% discount, Hard Goods, 10% discount.
- Restaurant: 30% discount all menu items and confection. This applies to employees only.
- No discounts on alcohol with the exception of a special event (i.e. Staff Party)