



Position Title: Assistant Golf Professional
Position reports to: Head Golf Professional
Direct Reports: Golf shop attendant, Back shop attendant, Starter, Marshalls
Salary: \$750 - \$850 Weekly, based on experience
Commission on golf shop sales
Employment: Seasonal

Fox Harb'r Resort is a 5 Star 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity for you to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

General Description: The Assistant Golf Professional will assist the Head Golf Professional with overseeing, guiding, mentoring and role modelling the highest level of guest service through well trained and motivated golf Team Members, assisting with the operations of the golf shop, booking tee times, back shop operations, scheduling, merchandising, managing inventory, training, assisting with club and corporate events and involved in all day to day activities of the Club, with all duties being performed with a commitment to the highest level of customer service and Member satisfaction.

The selected candidate will have a strong passion for the industry, exhibiting charisma and energy in leading and motivating Team members

Qualifications & Requirements:

- Demonstrate excellence in leadership, interpersonal, and communication skills.
- Maintain high visibility with Member and clients alike.
- PGA of Canada member in good standing
- Working knowledge of:
 - Tee Time Software an asset
 - POS an asset
 - Tournament Software an asset
 - Handicap Software an asset
- Proficiency in Microsoft Office suite of applications.
- Act as a Role Model for all employees by demonstrating the behavior and work ethic expected of all employees.
- Strong knowledge of the game of golf, rules of golf, golf facility operations, and tournament operations.
- Strong organizational, planning and prioritization skills.
- Self-motivated with desire to promote and market yourself and Fox Harb'r Resort.
- Utilize the resources of PGA player development programs.
- Maintain and promote a positive professional image within the community and the industry.
- Maintain a credible golf game and remain current on teaching innovations.

Responsibilities:

- To act as the Head Golf Professional in the absence of the Head Professional.
- To assist with the hiring, training, scheduling and supervision of golf operations staff.
- To periodically report to the Head Professional with performance evaluations of golf operations staff.
- To execute the daily operations of the golf operations being responsible for all facets of golf operation, including, but is not limited to: opening procedures, taking reservations, member check in, receiving

Human Resources Department, Ann Jeffreys

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While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.



green fees, assisting with back shop duties, starter duties, marshalling (control and manage play), teaching duties, closing and end of day reconciliation.

- To assist in managing golf cart fleet, practice facility, and club storage
- To assist the Head Professional in the management of the golf shop, including but not limited to: receiving inventory, data entry, pricing, merchandizing, re- stocking, inventory tracking and report generating and client transactions.
- To assist the Head Professional in the execution of golf tournament and special events, including but not limited to: planning, promotions, event scheduling, creating a draw, rules, cart staging, golf course preparation, bag tags, starting, marshalling, scoring, prizes presentations post tournament billing and follow up reporting.
- Provide club repair and club fitting services to members
- Assist in planning and budgeting for the golf operations
- To play golf with a variety of members of all skill levels
- To be ready and available to assist with player development in teaching individual golf lessons and group clinics, as requested
- To be up to date with the latest trends and technology available in the golf industry
- To continue with training and education that will improve your overall ability to perform the above outlined duties
- To represent Fox Harb'r Resort with our high standards and professionalism at golf tournaments and other corporate outings.
- Assist in coordinating golf activities with other departments at Fox Harb'r and in the Maritimes.
- Create and work within, a strong team environment

Benefits

- Paid PGA Canada Dues
- Clothing allowance
- Equipment Package
- Education & Tournament allowance to be negotiated
- Staff Discounts

Fox Harb'r Resort is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status

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