



CAREER OPPORTUNITY

ASSISTANT GOLF PROFESSIONAL

Donalda Golf & Country Club, founded in 1960, is a prestigious year-round private club that offers a high standard of social, athletic and dining facilities to our members and their families. We are located in central Toronto and accessible by TTC. Our caring and attentive staff members are focused on providing authentic hospitality and meaningful experiences to each and every member and guest. Our Club is a place where high expectations aren't just met, they are exceeded by making our members and guests feel special.

We are seeking a dedicated, member service-oriented professionals to join our team as a **seasonal Assistant Golf Professional**.

If you are passionate about hospitality and take pride in offering exceptional service, we would love to have you be a part of the Donalda team! Our staff members continue to aim higher and show they care about our members, guests and each other to ensure we achieve our goal of creating unforgettable service experiences.

Whether you are looking for career opportunities, job enrichment or a supportive work environment; and if you are ready for this challenge, then we are ready for you. Please "Apply Online" at www.donaldclub.ca and tell us how you can contribute to our team's success.

POSITION SUMMARY:

Under the supervision and direction of the Head Golf Professional, the Assistant Golf Professional will perform his/her duties to help ensure the overall operation and management of the Golf Department runs efficiently and productively. Primarily, this position will execute and oversee the junior sports camp instruction. The incumbent is expected to provide some management and supervision of junior golf staff to assist in day to day operations.

DUTIES & RESPONSIBILITIES

- Perform regular duties while stationed at the Pro Shop while also ensuring all process and operations is running smoothly.
- Police and control the demo club inventory and perform regular checks to guarantee accuracy.
- Provide assistance to member complaints and questions when required in a courteous and professional manner
- Supervise and manage the back-shop staff and work with our Golf Professionals to ensure all staff are equipped with the knowledge and equipment to perform their job properly and efficiently
- Attend weekly golf meetings and contribute to the golf department by providing updates regarding events, teaching, and Pro Shop.
- Lead instruction on Donalda Junior Sports camps for the eight weeks of its schedule from June - August
- Create innovative and engaging programs for camp attendees to ensure maximization of learning and experience.
- Assist in maintaining good communication between Pro Shop, starter, grounds and the back shop
- Assist members with booking tee times, answer questions and greet members in a friendly manner

- Ensure the Pro Shop retail environment is well presented, and inventory levels are appropriate.
- Administration of the special orders book, and coordination of purchase orders in conjunction with our Merchandising Manager and Head Professional
- Assist with club events including scoring, and prize presentation if requested by the organizer, upon completion of a golf event.
- Actively monitor pace-of-play conditions when on shift.
- Any number of tasks that are not listed above as required or requested.

JOB SPECIFICATIONS/ QUALIFICATION REQUIRED:

- Completion of High School Education (Grade 12) is required
- Degree or Certificate in Professional Golf Management program is required
- Experience in a camp environment is an asset
- Experience in group clinics/lessons is required
- PGA of Canada Member in good standing
- Fluent in English (Oral & Written)
- Must be able to work under pressure and under strict time constraints
- Must be able to lift at least 25 lbs (Golf Bag)
- Well groomed, mannerly, co-operative and outwardly friendly (team oriented).
- Able to work shifts - days, evenings, weekends, and holidays
- Experience teaching Juniors an asset
- Proficient in oral and written English
- Level 1 and 2 Teaching Certifications required
- CPR and First Air Certificate is recommended
- Valid Driver's license

Contract Terms

- Up to 40 hours per week (varied shift work schedule)
- Salaried
- One duty meal per day complimentary
- Uniform provided by the Club
- Able to work evenings, weekends including holidays
- April 15, 2019 to November 15, 2019

Those individuals, who are interested in applying, please complete the Online Application form on our website at **www.donaldclub.ca**.

No telephone calls please.

We thank all applicants for their interest and will only contact those selected for an interview.

Donalda Club is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process.