

Job Description

Employer: Morgan Creek Golf Course.
Position: Golf Shop Sales Associate/Assistant Golf Event Coordinator Member/Guest Services
Reports to: Director of Golf Operations/Golf Event Manager
Contact: Phone: 604-531-4653, email: tdoull@morgancreekgolf.com,

The successful candidate must be a self-starter, outgoing and work well in a team environment. Time management is an integral part of this job because you are working 30+ hours per week in the Golf Shop plus an additional 8+ hours assisting the Golf Event Manager. This is a seasonal role which starts in April and ends in October; however, there is an opportunity for development and potential promotion.

Characteristics we are looking for:

- Outgoing personality.
- Self-Starter.
- Must have an eye for detail.
- Team player with a positive attitude.
- Enjoy assisting Members and Guests.
- Punctual.
- Familiarity with Club Prophet Systems, Reserve Interactive, and Golf Genius Tournament Software considered an asset.

General Responsibilities:

- Promote all facets of the Morgan Creek Golf Course, green fees, restaurant, golf shop and golf instruction.
- Be security conscious to reduce the threat of theft.
- Tee Sheet Management: accurately check in guests, charge the appropriate rates, manage the tee sheet in an efficient manner.
- Enforce the rules and regulations governing the use of the golf course.
- Personal Development. Set professional and personal goals to achieve, short term and long term.
- Make sure your personal presentation follows the Morgan Creek dress code.

Detailed Responsibilities:

- Book tee times for all categories at Morgan Creek
- Coordinate with the Marketing Manager the Renewal of Players Club Members
 - This includes following up on renewals.
 - Documenting all communication.
- Take bookings for Premiums and group bookings (groups more than 12).
 - This includes sending contracts, collecting deposits and payments through Reserve Interactive.
 - Complete on course requirements documents for both the Golf Shop and Outside Service team.
- Assist Golf Event Manager on Tournament days including scoring of events.
- Weekly League Play.
 - Pulling Handicaps weekly for league play.

- Ensuring accuracy with scoring for weekly league play – including confirming participants have entered their scores into Golf Canada.
 - Sending weekly email communications to Players Club and members with the league and any other promotions of events.
- Administer the Golf Canada Handicap system.
 - Help get new accounts started.
 - Renew those who are up for renewal.
- Assist with the Players Club events, sign ups, payments, prizing including the summer match play.

Compensation:

- Hourly rate starting at \$18.50 per hour.
- Team bonus.
- Sales Commission.
- Works Sunday to Thursday.