



Pro Shop Superintendent

Pender Harbour Golf Club
Madeira Park B.C.

The Pender Harbour Golf Club is seeking a self-motivated individual for the position of Pro Shop Superintendent. This is a full-time salaried position reporting to the pro shop Director and is responsible for the operation of the golf course through tee time and cart rental bookings and tournament organisation. Operation and maintenance of the driving range is also included as well as sales of golf accessories.

The pro shop is seasonal, it is generally open 7 days a week during daylight hours, weather permitting.

The superintendent is responsible for developing and organizing a team who are the first representatives of the club to the public and the members.

Specific Job duties:

- Interact with the public, club members, organizations, and corporate institutions to facilitate golf and related tournaments and functions.
- Ensure member and guest satisfaction while maintaining a welcoming clean organized work environment.
- Operate a golf specific POS system and provide requested operational reporting.
- Prepare carts for play and clean and store carts after play.
- Maintain carts in good running condition including fueling, checking tire pressure, and arranging repairs when required.
- Purchase, inventory, and sell golf products such as balls, gloves, clothing, etc.
- Maintain the driving range including the picking & washing of balls as well as maintaining the ball dispenser.

- Maintain club storage area for members and rental clubs.
- Organise and schedule employees to cover all shifts including holidays and illness.
- Work in conjunction with the Greens superintendent to facilitate daily playing conditions and member updates.
- Provide input into budgets and board meetings.
- Maintain and enforce golf course policies, rules, and regulations.

Personal traits:

- A desire to take ownership and succeed in the operation.
- Exceptional interpersonal skills.
- Well organised.
- An exceptional communicator recognizing the difficulties of a multi-shift environment.
- Able to effectively deal with pressure of public and staff issues and/or concerns in a diverse team environment.
- Ability to work flexible hours including mornings, evenings, weekends, and some holidays.

Please submit your resume, expected remuneration, and contact information to:
penderharbourgolf@gmail.com