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GOLF OPERATIONS MANAGER

Harbor Golf Club & RV Park is in the heart of southern Saskatchewan nestled beside Lake Diefenbaker. The Golf Club & RV Park has been under new ownership since 2014 who have reinvested into the course, facilities, equipment and the new RV Park development. Our mission is to provide the greatest experience to our guests and members at a facility regarding the golf course condition, service and professionalism.

Location: Harbor Golf Club, Elbow, Sask.

Employment Terms: Seasonal Full Time

Length of Employment: Seasonal Contract – May 2025 to November 2025.
Potential of continued employment in future.

Posted: April 7, 2025

Apply By: April 18, 2025

How to Apply: Applications may be emailed to jobs@harborgolfclub.com

Job Summary

The Golf Operations Manager will oversee daily golf operations including proshop, course tee sheet management, tournament operations, staff oversight/management and golf members engagement.

Responsibilities

- Supervise and administer the overall functions of the golf course, its rules and regulations.
- Work as necessary to provide service at the golf course, which may include diverse hours and shifts in the Proshop.
- Supervise competent personnel such as Proshop shop assistants, cart personnel, starters, course marshals, etc., in the performance of their duties.
- General understanding, knowledge and coordination of point-of-sale and tee sheet program. Experience with Lightspeed considered an asset.
- Assure that the policies and procedures of the Proshop /course staff are enforced.



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- Prepare the employee work schedule ensuring that the pro shop is properly manned to handle the customer load, and that the course is covered by the proper number of cart personnel, marshals, and starters.
- Supervise proper charging of green fees, member privilege fees, club rental fees and golf cart fees
- Schedule and assist course marshals for the golf course.
- Maintain close relationship and co-operation with the Golf Superintendent
- Work closely with Food & Beverage Manager/Head Chef regarding cross-training of staff for Proshop and concession areas.
- Supervises, along with Events Coordinator, to oversee all tournament operations and guidelines.
- Keep Events Coordinator informed to ensure proper planning and staffing.
- Promote Proshop sales along with establishing and monitoring the product displays in the ProShop.
- Establish Proshop cleanliness and appearance levels and make certain that the Proshop personnel maintain the facility to those established criteria.
- Keep the Proshop open daily for the time agreed upon with the management.
- Be highly visible to members, customers, and employees – ie. Open Door Policy.
- Membership relations – ie. schedule member meetings, liaison for members.
- Public relations – create welcoming atmosphere for all public players and assist with resolving issues as they arise.

Skills

- Strong leadership skills with a focus on team building, the ability to manage staff and maintain positive culture.
- Excellent communication skills, both verbal and written, to effectively communicate with staff, members, and public.
- Proficiency in customer service to create a welcoming atmosphere for all.
- Excellent computer skills.
- Point of Sale (Lightspeed) experience an asset
- Strong problem solver and proven ability in organization and time management.
- Available to work when needed, including weekends, holidays and nights.
- Golf course and/or pro-shop retail experience preferred but not required.

Compensation

- Negotiable based on experience and skills