



## LONE WOLF GOLF CLUB General Manager



Lone Wolf Golf Club is inviting applicants to fill the position of Golf Course General Manager.

The golf course is owned by the District of Taylor, the fastest growing community in the Peace River Region. Taylor is a community that values and nurtures personal endeavor, affordable living, and unrivaled amenities for the whole family to enjoy. Our 7140-yard, Championship 18-hole golf course boasts the largest junior golf program in Northern, BC and we recently integrated 9 shorter, par 3 teeing areas for beginners on the front 9. Lone Wolf currently holds the award as the best manicured course in Northern British Columbia as awarded by Inside Golf Magazine.

The Golf Course General Manager reports to the Director of Community Services and is responsible and accountable for all golf course operations for an 18-hole championship course as well as the on property Participaction Trail, outdoor gym, and greenhouse. As a municipal asset, all planning, evaluating, organizing, and directing will be conducted in accordance with Council's bylaws, policies, priorities, and approved budgets.

The responsibilities include, but are not limited to, overseeing the actions of the golf course leadership team: Superintendent, Head Professional, Food and Beverage Manager, and their respective staff teams. The incumbent exercises independence of judgment within the parameters set by the Director of Community Services. Work performance is reviewed and evaluated by the Director of Community Services for conformance with sound operational practices and effectiveness of operation.

The successful applicant will also have experience in budget management and development, possess skills in personnel management, demonstrate strong communication, analytical and problem-solving skills, have effective computer skills in Microsoft Office and Point of Sale Systems. The successful applicant will demonstrate the ability to manage and maintain a positive attitude in a fast-paced work environment.

The salary range is \$80,000 - \$90,000 per year with an exceptional benefit package which includes Municipal Pension. For more information about Lone Wolf Golf Club, visit <http://lonewolfgolf.ca/> and our Facebook page at <https://www.facebook.com/LoneWolfGolfClub/>. A complete job description is available on the District of Taylor's website.

For the job description and more information about Taylor, BC check out [www.districtoftaylor.com](http://www.districtoftaylor.com).

*The District of Taylor thanks all applicants for their interest, however only applicants being interviewed for the position will be contacted.*

Applications containing detailed resume of qualifications and experience, will be received by the undersigned prior to 4:30 p.m. November 26, 2021. Applications will be reviewed commencing the closing application date and may continue until the position is filled.

Lisa Ford, Executive Assistant  
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## DISTRICT OF TAYLOR

### Golf Course General Manager

### Job Description

**Title:** Golf Course General Manager

**Date:** November 3, 2021

**Department:** Golf Course

**Job Category:**

**Reports To:** Director, Community Services

**Job Number:**

**Interacts With:** Departmental peers, employees, golf course customers and visitors

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#### **General Summary:**

The Golf Course General Manager reports to the Director, Community Services and is responsible and accountable for all golf course operations for an 18 hole championship course as well as the on property Participation Trail, outdoor gym, greenhouse and compost yard. As a municipal asset, all planning, evaluating, organizing and directing will be conducted in accordance with Council's bylaws, policies, priorities and approved budgets.

#### **Primary Duties and Responsibilities:**

- Provides guidance, support, coaching, mentoring, and ethical leadership to all employees and volunteers while supporting and reinforcing the District of Taylor vision, mission, policies, programs and guidelines.
- Understands and consistently applies legal requirements, policies, procedures, and programs. Identifies and recommends amendments where appropriate for area of influence ensuring opportunities for continuous improvement efforts are identified, discussed, and reviewed regularly
- In conjunction with the Director, Community Services, responsible for preparing, implementing and managing the annual operating and capital budgets. Ensure budgets for Golf Course services leaders (Pro Shop, Outside Services, Food and Beverage, and General Maintenance) are prepared and managed appropriately
- Identify and implement improvements to golf course service that will maximize the enjoyment of users and increase revenues
- Continuously reviews operations while in progress and upon completion to ensure effective utilization of labour resources, materials, equipment and compliance with accepted standards, specifications, budgeted costs and safe working practices.
- Responsible for initiating and leading recruitment, utilizing effective performance management strategies, employee development, and implementing succession planning activities for area of influence. Support, guide and mentor Golf Course Service Leadership to ensure fair and effective leadership at all levels

- Acts as a contributing member of the Community Services team ensuring timely and respectful communication and coordinated efforts between departments to deliver exemplary service to the community at large. Allocate resources to fill gaps where necessary
- Ensures all employees and volunteers in the department are provided with a safe and healthy workplace consistent with District of Taylor policies, standards and initiatives
- Conducts safety audits of the golf course and golf course operations on a monthly basis
- Establishes sales standards and performance expectations for the Pro Shop, Food and Beverage and communicates and follows up on these expectations
- Establishes expectations with regard to courses of instruction in the game of golf and provides oversight to the Head Professional organizing and completing such instruction
- Provides monthly balances of revenue, expenditures and inventory of Pro Shop, Food and Beverage to the satisfaction of the Director, Community Services and follows up with service leaders as required
- Ensures the maintenance and cleanliness of the club house, grounds and associated facilities/structures
- Develops the calendar of events and oversee the organization of Club, private, and fundraising tournaments
- Initiates, designs and promotes golf related activities where appropriate
- Ensures the appropriate controls are in place to adequately manage and protect the inventory and assets of the golf course services,
- Actively participates in long term planning for the golf course
- Purchase or direct and supervise the purchasing of equipment and services for the golf course within the confines of the annual budget and in compliance with District policy and procedures
- Develops, plans and participates in educational programs as appropriate and within a defined budget

## **Requirements and Qualifications:**

### **Education and Experience:**

- Degree/diploma or certificate in Business Administration and/or golf course management (or another related field)
- 3-5 years of experience in a golf supervisory role
- Other combinations of education and experience may be considered

### **Knowledge, Skills, and Abilities:**

- Demonstrated commitment to safe work practices
- Understanding of provincial and federal safety requirements
- Thorough knowledge, both theoretical and practical, in the field of golf course management
- Considerable knowledge of the game of golf and its rules
- Considerable knowledge of the business principles related to stocking and operating a pro shop, including the provision of golfing lessons
- Considerable knowledge of restaurant management
- Strong interpersonal skills to build and maintain collaborative, effective working relationships with team members, employees, volunteers, mutual aid partners, the general public, elected officials, District staff, and other stakeholders
- Exemplary leadership skills with a focus on communication, transparency, decisiveness, and listening to and providing feedback
- Strong independent work ethic, able to establish priorities and set and meet objectives

- Excellent written and verbal communication skills
- Excellent interpersonal skills, with an emphasis on tactful, diplomatic and professional communications
- Skilled in conflict management with a focus on collaborative problem solving
- Well developed planning skills to determine labour resources, material, equipment and budget requirements as it relates to service delivery
- Experience managing a budget, including the development of a budget, managing expenditures to budget, and keeping the required records related to expenditures and equipment
- Possess strong analytical and problem-solving skills
- Able to manage and maintain a positive attitude in a fast-paced work environment
- Proficient computer skills (MS Office and Point of Sale systems)

**Other Requirements:**

- Valid Class 5 BC Driver's License
- Clear Criminal Record Check (including vulnerable sector)
- Legally entitled to work in Canada
- Membership in the PGA of Canada or the Canadian Society of Club Managers.


**Working Conditions (environmental conditions, physical demands, travel, etc.):**

- General office conditions – ergonomic and eye strain considerations associated with desk and computer work
- Some weekend and evening work will be required to provide proper oversight of events and league requirements, most often during the peak season (May – October)
- Some requirements to attend Council and/or committee meetings outside of normal business hours

**Disclaimer:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

**Approval:**

Maira Green, Chief Administrative Officer		Nov 3 2021
Name/Title	Signature	Date
Ryan Galay, Director, Community Services		Nov. 3, 2021
Name/Title	Signature	Date