



## GOLF SERVICES ASSISTANT

This position is intended for college/university students and requires some travel throughout the province and may require some weekend and evening work. Successful candidates will learn about handicapping and course rating and the newly implemented USGA Facility Resource Management Tool. Candidates should present a professional and mature attitude in dealing with golf course professionals, volunteers and other staff. Reporting to the Manager, Handicap and Course Rating, the successful candidate will be a highly motivated team player with keen attention to detail and excellent verbal and written communication skills with the ability to deliver high quality customer service to all partners and participating facilities while working with diverse groups.

**Duration: April 29<sup>th</sup> to September 4<sup>th</sup>**

**Location: Uxbridge, ON with some travel throughout the province**

### **Responsibilities**

- Support the department by scheduling available dates for the collection of data from golf facilities
- Distribute GPS units on course and collect data on course (and collect them from participants at end of day)
- Upload and sort data so it is available for clubs to use on their application dashboard
- Provide guidance and feedback so facilities can access the heat map and golfer tracks generated by their player's data to fully utilize the Facility Resource Management Tool

### **Requirements**

- Working towards the completion of a post-secondary diploma or degree
- Understanding of the game of golf
- Highly organized with strong verbal and written communication skills and dealing with the public
- Strong computer and data management skills
- A valid Ontario Driver's License and use of a reliable vehicle
- Team player, motivated by overall success of Golf Ontario

### **Compensation & Benefits**

- Bi weekly salary
- Food & hotel expenses when required to travel outside the office area
- Staff uniforms provided by Adidas
- Opportunity to travel across Ontario and network with professionals in the golf industry

### **Application Details**

Golf Ontario thanks all applicants but will contact only those who will be invited for an interview. Qualified/Interested applicants should forward a detailed resume and cover letter in an Adobe PDF by February 12<sup>th</sup>, 2021 to [jobs@gao.ca](mailto:jobs@gao.ca) Subject: Golf Operations Assistant

*Golf Ontario is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-852-1101.*

