



LADIES GOLF CLUB OF TORONTO

Position Title: Seasonal Golf Operations Attendant
Department: Golf Operations
Reports To: Head Golf Professional

POSITION SUMMARY

The Seasonal Golf Operations Attendant is an outgoing, dynamic, and pivotal team member of the Ladies' golf operation. They work closely with the Golf Operations Leadership team including the Head Golf Professional to deliver exceptional and personalized member, guest card holder, and guest services. The Golf Operations Attendant will assist and support the HGP and their team, in ensuring daily execution and maintenance of back shop operations, practice facilities, and execution of outside golf tournaments as required.

DUTIES AND RESPONSIBILITIES

- Provides exceptional customer service to all stakeholders and contributes to a positive and healthy club culture through professionalism and positivity.
- Assists with all aspects of the Golf Operations Department including but not limited to; starting, club storage, club cleaning, cart storage, cart cleaning, range attendant duties, preparation and cleaning of practice areas, as well as gate attendant.
- Assists with the preparation and execution of all club leagues, events, and tournaments.
- Involved in aiding and supporting the Ladies' Golf Academy and the team of Professionals.
- Exercises clear and concise communication to members and staff.
- Other duties as assigned that directly benefit the member, guest card holders, and guest golf experience at Ladies' and furthers the objectives of the club.

JOB SPECIFICATIONS/QUALIFICATIONS REQUIRED

- Excellent communication skills both written and orally.
- Outgoing and energetic personality with a strong desire to improve.
- A strong team member focused on ensuring a positive work environment and improving the club daily.
- Ability to tactfully enforce and communicate club policies.