



Township of St. Clair

Community Services Department

The Township of St. Clair is currently seeking candidates to fill a **Seasonal Pro Shop Attendant** position at the **St. Clair Parkway Golf Course**.

Working directly under the supervision of the Coordinator of Golf and Special Events, this position is responsible for the daily operation of the Pro Shop and duties assigned by the Coordinator. Responsibilities include assisting in supervision of club storage, and locker rentals; booking tee times and performing starter duties as required; accurate daily cash register and credit card machine operation, guest service, equipment rental and merchandise sales; operating Pro Shop computer to register and reserve golf tee times; balancing cash drawer at end of shift and properly complete the required documents; reporting inventory and supplies needed to the Coordinator to keep displays full at all times; ensuring Pro Shop is clean and in satisfactory condition at all times; monitoring season ticket use to ensure they are being used at designated times; opening and closing the facility as required by the Coordinator; assisting in co-ordination of league and tournament play; working in pro shop or dining room to assist other staff when necessary and perform other duties as required by the Coordinator.

Education and Qualifications

The preferred candidate will have a minimum Grade 12 diploma, and minimum 6 months golf related experience. Related experience to include strong customer service orientation, ability to work as a team member as well as independently with minimum supervision; and ability to multi-task in a fast-paced environment. Experience using golf course booking software is considered an asset.

Candidates are invited to submit a resume in confidence to hr@stclairtownship.ca by August 22, 2023.

Please note this document is available in alternative formats upon request, to accommodate individuals with a disability beginning with the recruitment process. The Township of St. Clair is committed to providing accommodations for people with disabilities. If you require accommodation, please contact the Clerk's office and we will make all necessary arrangements to meet your needs.

St. Clair Township values the diversity of the people it hires and serves. Diversity at our Corporation means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for employment purposes.