



Founded in 1912, Alberta Golf has over 50,000 members and a \$1.5 million annual budget. As the provincial sport organization for golf in Alberta, we are committed to realizing the positive impacts of golf on individuals and communities across Alberta. Our vision is that through golf, Albertans will enjoy a high quality of life, improved health and wellness, a strong sense of community, economic benefits and personal fulfillment. The Alberta Golf Foundation awards scholarships on an annual basis to deserving Albertans attending post-secondary institutions.

Coordinator, Golf Course & Community Services

Reporting to the Executive Director/CEO, this position will enhance the value that Alberta Golf brings to individuals and facilities in the province through best in class public and member relations, as well as customer service support for volunteers. This will include responsibility for all core member, club and volunteer services, as well as providing public relations leadership.

Directly responsible for the following activities and functions:

- Golf course services:
 - Administering course rating schedules
 - Supporting course rating, handicap system and service queries
 - Organizing rules of golf clinics
 - Organizing course visitation and follow up communication program
- Community relations and services:
 - Public relations support within golf communities
 - Individual golfer services including handicapping, technical support and account maintenance
 - Development of collateral material and publications including an Alberta Golf manual
 - Development and administration of achievement and recognition program
 - Coordination of grassroots sport development programs including: Golf in Schools, Future Links Mobile Clinics, She Swings She Scores, Girls Club, Golf Fore The Cure and Junior Golf Development Centres
 - Organizing events and summits including: junior golf summit and post-secondary scholarship seminars
 - Coordination and administration of the scholarship program
- Volunteer support services:
 - Volunteer management (recruitment, orientation, communication, retention, recognition)
 - Course rating and rules of golf training and education
 - Organizing annual volunteer appreciation day
 - Administration of staff, volunteer and member apparel and merchandise program
- Administration:
 - Sport Development Committee meetings and reporting
 - Member Services Committee meetings and reporting

Qualifications: Skills and experience commensurate with job responsibilities, specifically a minimum of 5 years' experience in a similar role. An understanding of the not for profit sport industry is considered an asset.

Education: A minimum requirement of a Bachelors' Degree or Diploma in Business Administration, Commerce or Public Relations.



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Type of position: Full Time Permanent

Hours of Work: 8:30 am – 4:30 pm

Compensation: Salary commensurate with experience

Reports to: Executive Director/Chief Executive Officer

Deadline for Applications: February 27, 2017

Please forward your resume to: Phil Berube by email (phil@albertagolf.org) or mail to Alberta Golf - Suite 22, 11410 27 St SE, Calgary, AB, T2Z 3R6.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.