



General Manager Position

Clare Golf and Country Club is a challenging 18-hole golf course situated in the Acadian village of Comeauville, Nova Scotia. Proudly known as the Friendly Club, Clare Golf and Country Club also features a pro shop, a full practice facility as well as a restaurant and banquet facility.

Reporting to the Board of Directors, the General Manager will be responsible for overseeing the operations of the Administration Office, Course Superintendent, Pro Shop and our food and beverage services.

Position Summary/Purpose:

The General Manager plans, leads, executes and manages Clare Golf and Country Club operations in accordance with good golf course management practices, all relevant government regulations and its Administrative or Board Policies and Procedures. The General Manager is also a key resource in the Board of Directors development of new policies and strategic initiatives.

Knowledge and Skills Required for the Position:

The ideal candidate will possess most of the following qualifications and qualities:

- Post-secondary education in a related field such as golf management, business, hospitality or sports and leisure management.
- Strong knowledge of golf operations.
- Strong knowledge of turf management.
- Strong working knowledge of food and beverage operations, retail and merchandising sectors.
- Strong computer skills.
- A working knowledge of general accounting.
- Supervisory and leadership experience.
- Strong written and oral communication skills, including the use of social media.
- Strong organizational skills and the ability to meet deadlines.
- Self-motivated.
- Willingness and ability to work flexible hours and weekends.
- Has or is able to obtain a valid driver's license, Criminal Record and Vulnerable Sector Checks.

Being fluent in both English and French would be a definite asset.

Key Responsibilities:

Strategic Direction and Planning:

- Develops, with the advice and counsel of the Board of Directors, the overall mission, strategic direction, goals, as well as the budgeting and operating principles of the organization.

Financial:

- Assumes ultimate accountability for sound financial management and appropriate internal controls.
- Assumes accountability for the creation of all financial reports and documents.
- Participates in the preparation of the annual budget. The budget is to be presented at the annual general meeting of the shareholders for approval.
- Oversees the marketing and promotion of all Clare Golf and Country Club services.
- Is responsible for the implementation of all financial policies and procedures established by the Board of Directors.

Communication:

- Communicates the values and operating principles of the organization to employees, members and guests.
- Provides reports and related information as required to the Board of Directors, other designated organizations and the regulatory agencies.
- Represents Clare Golf and Country Club to the golf industry and to the general public.
- Ensures an adequate presence on social media to promote and inform the public on the status of operations and events of Clare Golf and Country Club.

Operations and Services:

- Provides overall direction for the golf course operations on a daily basis and in accordance with the objectives established by the Board of Directors.
- Participates in all Board of Directors approved decisions of strategic importance.
- Ensures that appropriate policies and procedures are in place and being followed.
- Ensures that all practices comply with applicable laws and licensing agreements.
- Ensures that staff complete all mandatory records and reports.

Human Resources:

- Develops, communicates, facilitates, and encourages an organizational culture conducive to the achievement of Clare Golf and Country Club's goals and operating principles.
- Develops and maintains relationships with the course's membership and the public.
- Provides leadership to the organization by effectively motivating and supporting all employees.
- Oversees approved plans for the hiring, training, development and retention of Clare Golf and Country Club's staff.
- Ensures that job descriptions are prepared for all job positions.
- Prepares annual performance appraisals for all supervisor positions.

Liaison with Board of Directors:

- Channels relevant matters pertaining to the activities of Clare Golf and Country Club to the Board of Directors for appropriate oversight and approval.
- Communicates to the Board of Directors all key aspects of the operation of Clare Golf Club and recommends improvements.
- Implements the Board of Directors decisions and communicates these decisions to key personnel.
- Performs other tasks as directed by the Board of Directors.

Compensation:

The Club will be offering a competitive compensation package based on the applicant's education and experience.

Deadline for resumes is January 22, 2021.

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

Qualified applicants may to submit their resume and cover letter to:

President of Clare Golf and Country Club

Via email:

claudealaincomeau@gmail.com

Vial mail:

Clare Golf & Country Club
Attention – Claude Comeau
423 P.F. Comeau Rd, Comeauville
RR#1 Church Point, NS BOW 1M0