



Vision: Golf for All

Mission: We Shape Lives by Connecting People to Positive Golf Experiences

Values: Passion | Respect | United | Accountable | Brilliant

Golf Ontario is a Provincial Sports Organization and the governing body for golf in Ontario. Golf Ontario's mission is to 'shape lives by connecting people to positive golf experiences'. Working together as a team is the culture of Golf Ontario, striving for brilliance in everything that we do. If contributing and making an impact for 'Golf For All' sounds exciting, we'd like to hear from you!

ROLE: GOLF SERVICES ASSISTANT (1 POSITION AVAILABLE)

REPORTS TO: Director, Membership & Member Services

STATUS: Internship – 4 months

SALARY: \$600 / week

RESPONSIBILITIES:

GOLF ONTARIO (GO) is currently seeking applications for the position of **Golf Services Assistant**. Reporting to the Handicapping and Course Rating department, the successful candidates will be a highly motivated team players with excellent verbal and written communication skills. They also are expected to deliver high quality customer service to all partners and participating facilities while working with diverse groups. Golf Ontario has partnered with the USGA to bring the USGA Resource Management application to Ontario golf facilities, this tool can help courses be more efficient, reduce costs and provide a better experience for golfers.

General Job Description: The position will require travel throughout the province, and may require some weekend work and extended hours.

Duration: April 22 – August 30, 2024

Location: Uxbridge, ON with travel throughout the province

Overall responsibilities include but are not limited to:

- Supporting the department with the administration of the World Handicap System Certification Seminars
- Act as the conduit of information to Member Clubs on/during the Rating process (results, scheduling, process, procedures, etc.)
- Aid to Course Rating Teams, ensuring that each team has the required equipment, materials and information as needed
- Assist in the processing of course rating data from teams, and when approved, release the Official Course Rating information (posters and slope charts) to Member Clubs. This includes maintaining the Course Rating data in the USGA CRS (Course rating System), ensuring that the software program is current, as well as updating the Rating numbers in applicable Handicap Tracking Systems/databases
- Assist in the measurement of Member Courses (this may include club visits to measure)



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- Provide administrative support to Handicapping & Course Rating department as needed
- Supporting the department with scheduling available dates to collect data with 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 the data of their players to fully utilize the Facility Resource Management tool

Qualifications and 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
- Team player, motivated by overall success of the association

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 complete the online application form by **February 2nd 2024**. Please include a detailed resume and cover letter in an Adobe PDF.

[Apply Now](#)

Golf Ontario's Commitments

Golf Ontario is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.

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.