



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: REGIONAL ASSISTANT, OTTAWA (1 POSITION AVAILABLE)

REPORTS TO: Regional Manager, OTTAWA

STATUS: Internship – 4 months

SALARY: \$600/ week

This position is intended for college/university students and requires some evening and weekend work and travel throughout the Region. Successful candidates will learn program coordination, account/relationship management, and business development. Candidates should present a professional and mature attitude in dealing with program participants, partners and other staff. Reporting to the Regional Manager, Ottawa, this role is responsible for supporting the coordination and execution of the Regional Support Strategy (RSS). The Regional Intern will work directly with the Regional Manager and stakeholders in the Region to ensure the successful implementation of the RSS and in turn Golf Ontario's Strategic Plan through program implementation, relationship development and membership growth.

REGION: Region includes the following provincial regions/counties: Ottawa Region

Duration: May - September, 2023

Responsibilities

- **Regional Participation Programming**
 - Assist the growth of Youth participation programming at facilities within the Region.
 - Assist the growth of participation programs for Women at facilities within the Region.
 - Assist in the execution of Golf Ontario Youth and Female initiatives hosted in the Region.
- **Regional Support & Service**
 - Support the execution of the regional communications strategy.
 - Support the coordination value added activities/events in the Region.
- **Administration**
 - Assist with regional planning and executing of Golf Ontario initiatives
 - Special projects as required.
- **Relationship Development**
 - Support the enhancement of facility relationships with Golf Ontario and between facilities with all golf facilities in the Region in line with the Collaboration Continuum (networking –





coordinating – cooperating – collaborating).

- Assist in the execution of the club interfacing strategy including regular communications, facility visitations and face to face meetings (as needed) for all facilities within the Region.
- **Membership Acquisition**
 - Assist in the recruitment and the on-boarding of new facilities joining GO membership.

Qualifications & Requirements

- Knowledge of the golf industry and experience in a customer service-oriented position
- Experience in partnership building and teambuilding
- Proven ability to work to deadlines with a high degree of accuracy
- Database management and experience using a CRM an asset
- Problem solving skills
- Ability to cope with time constraints
- Ability to maintain accurate records
- Articulate and persuasive communicator
- A Great listener
- Ability to coordinate multiple projects
- A valid Ontario Driver's License with a clean driving record and use of a reliable vehicle

Compensation & Benefits

- Bi weekly salary
- Food & mileage expenses when required to travel
- Staff uniforms provided by Adidas
- Opportunity to network with professionals in the 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 2, 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.

