

## Internal/External Job Posting

<b>POSITION:</b>	Golf Pro Shop Attendant SUB
<b>SALARY:</b>	\$19.22 per hour + 14% in lieu of benefits = \$21.91 per hour (July 2024 rate)
<b>CLASSIFICATION:</b>	JB04, Program Instructor II
<b>HOURS OF WORK:</b>	Variable hours must be able to work weekends and evenings. This role will primarily be covering vacation and sick calls. The number of hours of work will vary week to week.
<b>STATUS:</b>	Auxiliary
<b>CLOSING DATE:</b>	August 7 <sup>th</sup> , 2024, at 12:00PM
<b>COMPETITION #:</b>	24-70

**SUMMARY:** Under the supervision of the Arena and Events Coordinator, provide support for the Juan de Fuca Par 3 golf course and pro shop. Work involves collecting fees, selling pro shop items, monitoring golf course activities, providing information to the public with a high degree of customer service. Duties also include preparing daily deposits and general pro shop cleaning. In addition to being a part of a wonderful team and good wages, we offer an additional 14% in pay, per hour, in lieu of benefits; access to counseling; a staff facility pass to drop into the weightroom, fitness classes, skating, and pool; as well as the ability to play on our 9-hole golf course.

***Come join us - this is a perfect place to work and play!***

### JOB DUTIES & ACCOUNTABILITIES

- Collect green fees, manage tee box and daily tee sheet.
- Provide information to the public on golf, volleyball, and tournaments.
- Collect and issue receipts for bookings and pro shop items.
- Prepare cash deposits and reconcile cash.
- Operate the cash register, point of sale (POS) system, Interac machine and office computer.
- Maintain and clean pro-shop, golf club rentals and restock inventory.
- Perform other duties as required.

### QUALIFICATIONS

- Knowledge of the game of golf and its rules and regulations; golf facilities, equipment, and tournament hosting.
- General knowledge of volleyball.
- Experience handling cash and processing cash transactions.
- Ability to multi-task, prioritize, and effectively and efficiently complete required work assignments.

- Ability to be tactful, demonstrate excellent judgment, and exceptional customer service skills.
- Ability to work independently.
- Ability to maintain effective working relationships with departmental staff and the public.
- Ability to work a variety of shifts, including days, afternoons, evenings, weekdays, and weekends.
- Must possess a “Serve it Right” certificate.
- Food Safe certification would be an asset.
- Retail sales experience would be an asset.
- Previous Intelligenz software and POS experience would be an asset to this position.

**A clear and current criminal record check is a condition of employment and is the financial responsibility of the successful candidate.**

#### **APPLICATIONS**

Resumes and cover letters quoting competition **24-70** to be received prior to **August 7<sup>th</sup>, 2024**, at 12:00PM

**Attention:** Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1,

Email: [jobs@wspr.ca](mailto:jobs@wspr.ca)

**This is a union position. Only those candidates under consideration will be contacted.**

**Posted: July 24<sup>th</sup>, 2024**