



EMPLOYEMENT OPPORTUNITY

Clubhouse Manager

The Hanna Golf and Country Club, located in Hanna, Alberta, is a public full-service facility offering an 18-hole golf course with beautiful tree lined fairways and immaculate greens, a full practice facility, pro shop, and restaurant. The Golf Club is a not-for-profit society under the Societies Act of Alberta, and all profits are used to improve the golf course and to upgrade equipment and facilities. The Golf Club Board of Directors is inviting applications to fill the position of Clubhouse Manager.

Reporting to the Board of Directors, the Clubhouse Manager will have overall responsibility for ensuring everything we do is geared toward our members and guests enjoying an excellent golf and social experience. The Clubhouse Manager will have responsibility for growing the Golf Club's membership base and other revenue streams as well as overseeing our food and beverage operations. The Clubhouse Manager will ensure the operation of the Golf Club is carried out in full compliance with all relevant legislation, Golf Club bylaws and established policies and procedures.

MAY 1 – OCT 1 (WEATHER DEPENDING)

ACCOUNTABILITIES:

- Lead, inspire, motivate, and develop the team members in Golf Operations, Food and Beverage, Administration, and Sales & Marketing
- Ensuring the Golf Club's social media presence supports its operational objectives.
- Ordering products and supplies for the Club house and restaurant.
- Maintaining our Point of Sale and tee time booking systems.
- Develop programs to excite the Membership group; and maximize the daily green fee play.
- Capitalize on the culinary experience at our well-performing restaurant.
- Prepare and implement long term and annual business plans and budgets.
- Analyze financial statements and prepare capital and operational plans.
- Continuously improve Hanna Golf and Country Clubs product and service quality
- Connect with local businesses to create relationships that enhance the Hanna Golf and Country Club and brand.
- Promoting and maintaining a well-respected and professional image within the Golf Club, golf industry and surrounding community
- Maintain, utilize, and sustain the P.O.S system that supports both the kitchen and pro shop.
- Hours of work include Monday to Friday; Statutory Holidays/Tournaments; Weekends/On call availability as required

Candidate Profile:

- Desire and ability to build and flourish Team Member and guest relationships.
- Detail oriented business manager with industry-relevant education
- Strong golf background including experience in semi-private courses, delivering an exceptional guest experience.
- Sales and marketing, public relations and human resources knowledge and experience
- Exceptional communication skills with the ability to address a large group in a calm and articulate manner.
- High degree of administrative and executive ability, especially in terms of problem solving and decision making
- Knowledge of current federal and local laws and regulations affecting the management of golf operations.

Benefits:

- Membership to the course included
- One (1) free meal per day
- Free power cart rental (personal use)
- Free Driving range access

Application deadline: **2026-02-28** Expected start date: **2026-03-15**

Wage: \$23/hour - \$26/hour based on qualifications & relevant experience

Please submit your resume including a contact email address & phone number to: president@hannagolf.ca

Application Questions? Tarrah Gall, President – 587-575-5948