

**OPPORTUNITY:**

Job Title: Operations Personnel, Professional Championships (Workshop)

Reports to: Manager Operations

LENGTH OF EMPLOYMENT:

Start Date: Monday April 29, 2019 (some flexibility)

End Date: Friday August 30, 2019 (Plus one additional weekend shift in September to unload truck once returned to warehouse)

Job Description:

Beginning in mid-late April and finishing in early September 2019, the successful applicant will work closely with Golf Canada's Manager of Operations on-site at two professional golf championships in Canada; the 2019 RBC Canadian Open (Ancaster, ON) and the 2019 Canadian Pacific Women's Open (Aurora, ON). These professional golf tournaments are organized by Golf Canada's Professional Championships staff and are overseen by the PGA TOUR and LPGA TOUR respectively. The position will consist of two separate entities:

- To refurbish and restore all operations equipment held in Golf Canada's warehouse for 2-3 weeks (April – mid May in Burlington, ON), in advance of the first Championship;
- To complete all operations tasks using equipment on-site at each tournament (Ancaster, ON in June & Aurora, ON in August).

Main duties include:

- Travel to each tournament and set-up/tear down operations equipment;
- Install temporary fence for crowd control;
- Set-up all rope and stake throughout the holes of the championship golf course for crowd control during play;
- Build temporary road signs and distribute throughout Host City using pickup trucks;
- Deliver tournament supplies to volunteer committees (scoring equipment, caddie bibs, office supplies etc.);
- Design and produce some tournament signage content using Golf Canada's vinyl cutter;
- Inventory all operations equipment including lists of player names for caddy bibs, range signs, standards etc.;
- Other duties as assigned by Golf Canada Manager, Operations.

Required Skills/Qualifications:

- A valid driver's license of class G2 or G;
- Desire to work in professional sports;
- Position includes manual labour and heavy lifting (approx. 50 to 80 lbs);
- Must be able to use basic power tools effectively;
- Superior communication skills with an ability to effectively multi-task;
- A mature attitude to foster a cooperative and safe working environment;
- Previous Health and Safety training is considered an asset;
- A valid off-road forklift license (telehandler) is considered an asset;
- Experience working in inclement weather conditions is considered an asset;
- High energy (experience working long hours and early mornings is considered an asset);
- Basic knowledge of golf and golf etiquette is considered an asset;
- Bilingual (English and French) language skills are considered an asset.

Travel:

- Some travel is required throughout the term of this position;
- For 2-3 weeks (April-mid June) the successful candidate will work out of Golf Canada's warehouse in Burlington, ON;
- For 4 weeks prior to and during the RBC Canadian Open, the successful candidates will work on-site at Hamilton Golf & Country Club in Ancaster ON;
- After the completion of tear down from the RBC Canadian Open, all successful candidates will help with tear down of all equipment and transport RBC Canadian Open equipment back to the warehouse. Once tear down is complete, candidates will prep all equipment for transport to the CP Women's Open host venue in Aurora. The successful candidates will be housed in Aurora during this event (for set-up, tournament week, and tear down for the event). At the conclusion of the CP Women's Open event, the successful candidates will help with tear down and travel home around August 30, 2019 (exact date to be confirmed).

Accommodations:

- Accommodations will be provided for the month of August (i.e. travel/housing/per diems while in Aurora);
- However, NO accommodations will be provided during the months of April to July as the RBC Canadian Open is in Ancaster, ON and is considered a "home base" event;
- Further clarification will be provided during the interview process, and to the successful candidates.

HOURS OF WORK:

Warehouse hours: Monday to Friday, 9AM- 4PM (April – mid May, July)

On-site hours: Monday to Friday, 7AM- 5PM; some weekends and holidays required (June – August)

APPLICATION DETAILS:

Attn: Human Resources/Operations Manager

Subject: WORKSHOP

1333 Dorval Drive, Suite 1

Oakville, ON L6M 4X7

Email: resumes@golfcanada.ca

Visit: www.golfcanada.ca

Three (3) paid positions available. Golf Canada will interview up to ten (10) candidates. Forward brief cover letter and resume, by e-mail, **NO PHONE CALLS PLEASE** to the above contact by **11:59pm EST, Sunday January 20th, 2019**. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada has four core values “Respect, Responsiveness, Inclusion, Purposeful” that are an integral part of the recruitment process.

Golf Canada 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 905-849-9700.

Golf Canada 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.