



GOLF COURSE AND EVENTS MANAGER

(Full-time Exempt)

Job Description

Reporting to the Director of Corporate Affairs, this position provides strategic leadership in the management and operation of the Meadow Creek Golf Course while also leading the planning and delivery of municipal events, tourism initiatives, and outdoor recreation programs.

The Golf Course and Events Manager is responsible for overseeing all aspects of golf course operations, including staffing, financial performance, customer service, and facility oversight, ensuring a high-quality, efficient, and financially sustainable recreational experience. Golf course operations are the primary focus during the operating season (approximately April – October), with increased emphasis on events, tourism, and recreation programming during the off-season.

In addition to golf course operations, this role leads the planning, organization, and promotion of community and special events that reflect the interests and needs of residents and visitors, supporting broader District objectives through marketing, community engagement, and recreation development.

This position is designated as an excluded (management) role and is not part of the bargaining unit. The incumbent exercises independent judgment and acts in the interest of the employer in managing operations, staff, and programs. The role includes authority over hiring, performance management, discipline, and termination, as well as responsibility for operational decision-making, budget administration, and access to confidential labour relations and personnel information.

Responsibilities:

Operations Management

- Oversees all aspects of golf course operations, including pro shop services, tee time scheduling, customer experience, and event bookings.
- Ensures efficient, customer-focused, and financially sustainable operations.
- Exercises independent decision-making authority in the day-to-day management of golf course operations, events, and related municipal services.

Greenspace & Golf Course Coordination

- Liaise with the Director of Public Works to coordinate greenskeeping practices, including fertilization, turf management, and integration with municipal parks operations and standards.

Financial Oversight

- Prepares and administers operating and capital budgets. Monitors financial performance, including revenues, expenditures, and cost controls. Implements strategies to improve revenue generation, cost efficiency, and overall service delivery.

Leadership

- Provides direct supervision and leadership to staff, including hiring, onboarding, training, scheduling, performance evaluation, discipline, and termination.
- Participates in confidential labour relations planning and negotiations.
- Fosters a positive, safe, and productive work environment.

Municipal Events & Programming

- Leads the planning and execution of municipal events, including signature community events such as Canada Day, Remembrance Day, Polar Carnival, and others as required.
- Coordinates with District staff, Committees of Council, volunteers, community groups, and stakeholders to deliver high-quality, inclusive events.

Tourism & Marketing

- Develops and implements marketing and promotional strategies to support golf operations, events, and tourism initiatives.
- Creates recreation guides, digital content, and promotional materials to increase participation and visitation.

Facility & Equipment Oversight

- Manages the use, scheduling, and maintenance of facilities, equipment, and supplies.
- Ensures compliance with WorkSafeBC, health and safety regulations, and applicable legislation, policies, and standards.

Contract & Vendor Coordination

- Coordinates and oversees contractors, service providers, and suppliers.
- Supports procurement processes and monitors contractor performance to ensure service quality and value.

Visitor Centre & Campground Support

- Assists in overseeing campground and visitor centre operations during peak periods, ensuring a safe and positive experience for guests.

Strategic & Organizational Support

- Provides input into departmental planning, policies, and service improvements aligned with District priorities.

Other Duties

- Performs other related duties as required.

Qualifications:

- Previous management experience in golf operations, hospitality, recreation services, or a related field.
- Post-secondary diploma or degree in a related discipline is preferred.
- Experience in event planning and execution for both large and small-scale events.
- Experience working in a local government environment is considered an asset.
- Demonstrated ability to supervise staff and manage operations effectively.
- Strong financial management and budgeting experience.
- Strong community engagement and relationship-building skills.
- Excellent written and verbal communication skills.
- Strong organizational, problem-solving, and project management abilities.
- Demonstrated initiative, sound judgment, and discretion.
- Ability to maintain confidentiality of sensitive information.
- Experience working with diverse individuals and groups.
- Proficiency in Microsoft Office Suite and graphic design tools.
- Ability to work flexible hours, including evenings, weekends, and holidays.
- Valid BC Driver's License.

Working Conditions:

This position requires flexibility in working hours, including evenings, weekends, and holidays, particularly during peak golf season and community events.