

**OPPORTUNITY:**

Job Title: Operations Personnel, Professional Championships (Workshop)

Reports to: Operations Coordinator

**LENGTH OF EMPLOYMENT:**

Start Date: Monday April 25, 2022 (some flexibility)

End Date: Friday September 2, 2022 (Some flexibility, 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 2022, the successful applicants will work closely with Golf Canada's Coordinator of Operations and Manager of Operations on-site at two professional golf championships in Canada; the 2022 RBC Canadian Open (Toronto, ON) and the 2022 Canadian Pacific Women's Open (Ottawa, 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 (Toronto, ON in June & Ottawa, ON in August).

**Main duties include:**

- Travel to each tournament and set-up/tear down operational equipment;
- Work with Golf Canada operations staff and event suppliers to ensure operational efficiency on site;
- Install tournament infrastructure throughout the course;
- Assist in the creation, production, and set up of directional signage throughout the course and host community;
- Collect quotes and place orders for operational equipment to be used on site;
- Work with volunteer committees to ensure Golf Canada's extensive Professional Championships volunteer program is able to operate successfully;
- Deliver tournament supplies to volunteer committees (scoring equipment, caddie bibs, office supplies etc.);
- Design and produce some tournament signage content;
- Set-up all rope and stake throughout the holes of the championship golf course for crowd control during play;
- Inventory all operations equipment including lists of player names plates, hospitality signage, course signage, etc.;
- Other duties as assigned by the Operations Coordinator and Operations Manager.

**Required Skills/Qualifications:**

- A valid driver's license of class G2 or G;
- Desire to work in professional sports;
- Position includes some manual labor and moderate 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;
- 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 May) 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 St. George's Golf and Country Club in Toronto, ON (housing will be provided near-site for successful candidates for set-up, tournament week, and tear down for the event);
- After the completion of 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 (approximately 2 weeks).
- Once tear down is complete, candidates will spend July prepping all equipment at Golf Canada's warehouse for transport to the CP Women's Open host venue in Ottawa.
- In early August, successful candidates will be driven to and housed in Ottawa for the CP Women's Open (set-up, tournament week, and tear down of the event). At the conclusion of the CP Women's Open, the successful candidates will help with tear down and travel home around September 2, 2022 (exact date to be confirmed). In total, candidates will spend approximately 4 weeks in Ottawa.

**Accommodations:**

- Accommodations will be provided for parts of June and August (i.e. travel/housing/per diems while in Toronto and Ottawa);
- Further clarification will be provided during the interview process, and to the successful candidates.

**HOURS OF WORK:**

Warehouse hours: Monday to Friday, 8AM- 4PM (April – mid May, July)

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

**APPLICATION DETAILS:**

**Attn: Human Resources/Operations Coordinator**

Subject: WORKSHOP

1333 Dorval Drive, Suite 1

Oakville, ON L6M 4X7

Email: [resumes@golfcanada.ca](mailto:resumes@golfcanada.ca)

Visit: [www.golfcanada.ca](http://www.golfcanada.ca)

Four (4) paid positions available. Golf Canada will interview up to ten (10) candidates. Forward cover letter and resume, by e-mail or mail only, NO PHONE CALLS PLEASE to the above contact by **11:59pm, Sunday, January 30<sup>th</sup>, 2022**. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada is committed to providing a safe environment for all, especially children. All applicants will be thoroughly screened using background checks and a review process.

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.

Golf Canada's core values are "Fun, Excellence, Inclusion, Respect, Accountability" and while these are included in each employee's offer of employment and annual employment letters, these core values are also an integral part of the Golf Canada's recruitment, hiring and annual review 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.