



Cascade Golf & Tennis / Club Manager

Calling existing or future management leaders!

Cascade Golf & Tennis Club (the “**Club**”) is pleased to invite applications from qualified individuals for the position of Club Manager.

The Club was founded in 1901 and serves a close-knit and friendly community that includes a large number of seasonal residents. The Club operates during the months of May through September, and its facilities include an 18-hole golf course, practice green and fairway, 8 tennis courts, and an active clubhouse and outbuildings.

The Club Manager reports directly to the Club’s Board of Directors. The preferred candidate will reside locally and possess solid management and administrative skills, as well as the ability to foster a positive and supportive work environment. Proficiency in the English language is an asset.

The Club Manager will:

- Supervise a small staff of dedicated seasonal employees responsible for maintaining the clubhouse, golf course and tennis courts, and operating the pro shop and small canteen.
- Oversee the golf and tennis instructors and the junior activities coordinator, and ensure that these important sporting and social programs run smoothly for members.
- Work in conjunction with the Golf Course Superintendent and manage the procurement of supplies for the on-going operation of the golf course.
- Handle payroll, member account invoicing [and collections], and work with the club’s bookkeeper to maintain accurate accounting. Familiarity with Shopify business software is an asset.
- Liaise with and support Club members in the planning and coordination of sporting and social events at the Club.

Energetic candidates with strong interpersonal skills will flourish in this role, which is supported by an engaged and enthusiastic membership and affords the opportunity to hone a diverse set of leadership skills.

Interested individuals are encouraged to email their CV and expression of interest to:
emploiscgtc@gmail.com

Cascade Golf & Tennis Club is pleased to consider applications from all qualified candidates, regardless of race, colour, religion, sexual orientation, gender, nationality, age, disability, or any other status protected by law.