ELMWOOD GOLF CLUB
2015 Hillcrest Dr.
Swift Current, Saskatchewan S9H 3V8
Phone 306-778-4653
www.elmwoodgc.com

Director of Operations

Elmwood Golf Club | Swift Current, Saskatchewan

About the Opportunity

Elmwood Golf Club is seeking an energetic, personable, and results-oriented leader to serve as its Director of Operations. This is an exciting opportunity for an individual who enjoys working with people, leading a team, and building a successful business while contributing to the continued growth and success of a well-established golf club.

Guided by our vision of being one of Saskatchewan's premier golf courses, Elmwood is committed to financial sustainability, continuous improvement, and delivering an outstanding experience for members, guests, and the community.

Reporting to the Board of Directors, the Director of Operations will provide leadership and coordination across the club's operations, working collaboratively with an experienced management team that includes the Office Manager, Pro Shop Manager, Manager of Food & Beverage, and Golf Course Superintendent.

The successful candidate will be an effective communicator, a relationship builder, and a hands-on leader who can balance fiscal responsibility with a strong commitment to service, teamwork, and the overall success of Elmwood Golf Club.

Key Responsibilities

Leadership and Operations

- Build strong, collaborative working relationships with the management team and staff to support efficient, effective, and coordinated club operations.
- Oversee the day-to-day business operations of the club, ensuring facilities are clean, well-maintained, safe, and welcoming for members, guests, and employees.
- Foster a positive, professional, and service-oriented workplace culture that encourages accountability, teamwork, and continuous improvement.
- Coordinate with department leaders to ensure the successful delivery of club activities, tournaments, special events, and other functions.

Financial Management and Business Development

- Work with the Board of Directors and management team to develop the annual operating budget, establish membership rates, and monitor financial performance throughout the season.
- Monitor revenues and expenditures, manage approved spending within established budget parameters, and provide timely financial updates and recommendations to the Board.
- Identify opportunities to improve profitability, control costs, grow revenue, and strengthen the club's long-term financial position.

- Pursue opportunities to generate additional revenue through events, fundraising initiatives, sponsorships, community partnerships, and applicable grant programs.

Member, Guest, and Community Relations

- Champion an exceptional member and guest experience by promoting friendly, attentive, and professional customer service throughout the club.
- Build positive relationships with members, guests, local businesses, community organizations, and other stakeholders.
- Serve as a primary point of contact for organizations and individuals interested in hosting tournaments, corporate events, and other functions at Elmwood.
- Address concerns and inquiries professionally, ensuring effective communication and timely follow-up.

Marketing and Communications

- Lead and coordinate marketing initiatives to strengthen Elmwood's profile and promote its facilities, services, events, and membership opportunities.
- Enhance the club's social media presence and other communication channels.
- Work with the management team to ensure members, guests, and staff receive timely, accurate, and consistent information.

Staff Development and Team Building

- Support the recruitment, training, development, coaching, and evaluation of employees in collaboration with department leaders and the Board, as appropriate.
- Encourage professional development, recognize employee contributions, and promote a positive and accountable work environment.
- Lead by example through a visible, approachable, energetic, and solutions-oriented management style.

Qualifications and Experience

The ideal candidate will demonstrate:

- Experience in management, business operations, recreation, hospitality, or a related field. Golf industry experience is an asset but is not required.
- Strong communication, interpersonal, organizational, and leadership skills.
- Experience with budgeting, financial oversight, revenue development, and cost management.
- The ability to build positive working relationships, motivate staff, and work collaboratively with a Board of Directors and department leaders.
- Strong customer service skills and a genuine commitment to member and guest satisfaction.
- Initiative, sound judgment, problem-solving ability, and a willingness to learn and adapt.
- Familiarity with marketing, social media, event coordination, and community engagement.

Elmwood recognizes that strong leadership skills can come from a variety of industries. Candidates who demonstrate the right combination of business ability, interpersonal skills, initiative, and a desire to learn are encouraged to apply.

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Why Join Elmwood Golf Club?

This is an opportunity to make a meaningful contribution to the future of Elmwood Golf Club while developing your leadership and management capabilities.

The successful candidate will work alongside a committed Board of Directors and an experienced management team, with opportunities for mentorship, coaching, and additional professional development. Elmwood is looking for someone who is eager to build on the club's strengths, identify opportunities for improvement, and help create a positive experience for everyone who visits.

Compensation and Benefits

- Competitive compensation based on the successful candidate's qualifications and experience.
- Employee benefits are available through a Chamber of Commerce benefits plan.
- Opportunities for coaching, training, and professional growth.

Work Schedule

The position generally follows a Monday-to-Friday schedule, with additional hours required during the busy golf season to support club operations, events, and the management team. There is significant flexibility in scheduling during the winter months.

How to Apply

Interested candidates may submit their résumé to **elmwood@elmwoodgc.com** by **Monday, November 30, 2026**. For further questions, please feel free to contact Board President Harv Martinez at (306)741-7513.

Elmwood Golf Club thanks all applicants for their interest. Only candidates selected for further consideration will be contacted.

We look forward to finding a leader who will help move Elmwood Golf Club forward while maintaining our commitment to financial responsibility, teamwork, continuous improvement, and an exceptional member and guest experience.