

DUNTRON HIGHLANDS GOLF

EVENT COORDINATOR

Overview

Nestled on the Niagara Escarpment and near Collingwood and the Blue Mountains, Duntroon Highlands Golf Club acts as a gateway to Ontario's most popular four-season playground. The challenging par 71 course boasts Ontario's highest driving range and its tees are famous for their spectacular views of Georgian Bay.

Since it first opened in 1986, the golf course has drawn an increasing number of golfers each year, becoming one of the most popular golf courses in the Collingwood and Blue Mountain region. Duntroon Highlands casual, friendly atmosphere has made it a favourite for golfers looking for a more adventurous course. It plans to continue expanding on this fun atmosphere with new experiences at the forefront of the resurging popularity of the game.

Job Description

Reporting to the Director of Operations and Human Resources, this position is responsible for the successful administration of all aspects of the resort's event operations from beginning to end and maximizing events and customer service at Duntroon Highlands.

Administration of client-facing event operations includes:

- Communication with potential event leads via phone, email or in person
- Participation in site tours with perspective clients
- Contact with clients after initial contract has been secured
- Preparation of agenda for weekly event meetings
- Knowledge of all event products, venues, and services to be able to meet clients needs
- Hands-on event set up and execution
- Personal follow up thank you email or telephone conversation within 24 hours

Administration of internal event operations includes:

- Email correspondence and consistent updating of any event details to appropriate team members
- Calendar Set up and execution of in house and booked events
- Communicate day by day needs to team including post-event needs
- Works with Food & Beverage Manager and Executive Chef to maintain event business
- Identify needs / gaps in staffing, equipment, materials, etc...

Position Requirements

- Must have exceptional customer service, time management and organizational skills.
- Must be a creative problem solver
- Works well with a team
- Is calm and can perform under pressure
- Can take direction and make decisions on their own
- Must have their full G License and access to a car

Education / Experience

Previous golf experience is an asset, but not required.

Graduation from a Hospitality and / Event Management program is preferred

Mandatory Training (and will be provided)

Customer Service Training

Harassment Training

WHIMIS (if applicable)

Smart Serve (for staff over 18 years of age)

Period of Employment

Full-Time, Seasonal

Must be able to work mid-week, weekends and holidays. Shifts may start as early as 6:00am. \$16-18/hour, negotiable

Apply:

Stacie Smith

Director of Operations and Human Resources

info@duntroonhighlands.com

Application Deadline: March 21, 2022