



Position: Events Coordinator

Hours:

- Full Time - 40 + hours per week
- End of April until mid October (approximately 24 weeks)

General Responsibilities

- Be present during all events and help out where need be including the halfway house and front of house food service
- Be aware of all products that the Ridge offers and assist clients in creating a customized event booking
- Assist in the coordination and execution of all events at the Club such as weddings, tournaments, corporate outings, private functions, meetings, and member events
- Assist in executing marketing plans behind events. This would include in-house marketing such as posters, email marketing, website postings and social media.
- Be the contact between The Ridge and event coordinators for weddings
- Communicate with the Dining Room Supervisor(s) on a regular basis to ensure all events are well planned and the team is organized and ready for their arrival

F&B duties

- Assist customers with event inquiries and help them plan for the event
- Assist in maintaining a clean and professional work environment both in the clubhouse and at the halfway area (All F&B Areas)
- Assist with serving, hosting and/or bussing during busy periods of the day or night
- Work shifts at the Halfway or on the F&B Cart during busy periods of the day or season when requested by the Clubhouse Manager and help train new employees in these areas

Golf

- Coordinate the booking of all Stay and Play groups at The Ridge Cabins and the local hotels, cottages or B&B's in the area
- Coordinate the cleaning of our rental units
- Ensure merchandise is well kept and neatly displayed in the Golf Shop
- All sizes are displayed and/or folded properly

Website and social media:

- Post updates and messages on Facebook of upcoming and past events
- Update the Ridge web page with current events, rates, programs, menu's, etc



Clerical duties

- Employee payroll (tracking of hours)
- Perform regular product inventory counts

Experience & Skills

- Previous serving experience would be an asset
- Excellent oral and written communication skills
- Positive interpersonal skills
- Able to work in a fast paced team environment
- Customer service oriented
- Strong attention for detail
- Ability to multitask and work independently or as part of a team

License/Qualifications

- Smart Serve (must have before starting work)
- WHMIS training (will be provided during orientation)

Physical Requirements

- Ability to speak clearly and effectively
- Frequent walking with some standing at times
- Frequently lift or carry up to 25 lbs
- Occasionally lift or carry up to 50 lbs

Working Conditions

- May be required to work indoor or outdoor depending on the weather or shift
- Varied weather conditions can be expected at the Golf Course
- Varying schedule to include morning, afternoons, evenings, holidays and extended hours for events like weddings and golf tournaments as the business dictates.
- The Club operates 7 days a week from approximately 8 am until 11 pm as of May 1 and closes the Tuesday after the Thanksgiving weekend.

Compensation

- Based on experience