

CAREER POSTING GUIDELINES

Advertisement of a career opportunity via the PGA of British Columbia is a **complimentary** service available to clubs and recruiters as a means of seeking applicants for golf-industry jobs throughout the province.

Any BC-based golf-industry job is eligible for placement on the PGA of BC Careers board, but please note that only PGA of BC members in good standing will have access to view postings.

Please note that by submitting a career opportunity to the PGA of BC Administration Team, you agree to the terms and criteria outlined below.

JOB POSTING CRITERIA

- Please email your job posting to Doug Titterington, Membership & Events Manager, at doug@pgabc.org. Subject Heading: “**Job Posting: XXX Club Name**”.
- Please email Job Posting in Word format or in the body of email. PDFs are not ideal but acceptable if the only file type available.
- Please include a closing date for the posting, there is no minimum length of time for the post to be up but we recommend no less than 14 days. In the interest of transparency, **postings will not be removed prior to this date, even if the position has been filled.** If a ‘close date’ is not listed, the listed close date will be **30 days** from the date of posting.
- **A realistic compensation amount must be listed** (reasonable ranges are accepted and current living wages for specific locations will be used to determine if sufficient) and is subject to PGA of BC Administration Team review. Adequate increases are expected as job titles and responsibilities being posted require (GM, HP, etc.). Information on BC Living wages can be found at https://www.livingwageforfamilies.ca/living_wage_rates. The PGA of BC office will notify the poster if the standard minimum compensation is not met.
- The position must be based in British Columbia to be considered for inclusion on the Careers board, unless otherwise approved by the PGA of BC Administration Team.
- Please contact the PGA of BC office prior to the close date if you would like to extend the submission date. The PGA of BC office does not save old postings.
- Extensions for job postings will only be extended for a maximum of **30 days**, unless otherwise approved by the PGA of BC office.
- Job Posters are required to contact the PGA of BC office if a PGA of BC member is chosen.
- The PGA of BC reserves the right to refuse any position posting deemed inappropriate. **The PGA of BC does not edit position postings and is not responsible for errors within the information received from the poster.**

JOB POSTING DISTRIBUTION

- Position Postings will be made available to PGA of BC members within **three (3) business days** (assuming job posting criteria is met).
- Position Postings are displayed in the “CAREERS” Members-Only Area on the PGA of BC website: <http://www.pgabc.org/members/careers>

- Notification of the opportunity will be published for members through our weekly E-News service to alert them of the new posting. The notification will be placed in the next available issue of E-News after the opportunity is published on the Careers board. Typically, PGA of BC E- News is issued at 3 p.m. PT each Wednesday.
- All Positions will also be forwarded to the National Office to be included on the PGA of Canada Careers page: <https://www.pgaofcanada.com/jobs>

Additionally, the PGA of Canada offers a paid service to advertise job opportunities in direct email communications to members across the country. To inquire about this service, please contact PGA of Canada at employment@pgaofcanada.com.

The PGA of BC Employment Committee also encourages you to ensure your job posting is as descriptive as possible to ensure clarity for those who may be interested in what you have to offer. Please consider including the following information:

- Location
- Type of facility
- # of rounds per year
- Roles and responsibilities
- Number of golf shop, fitting and teaching hours allocated each week and realistic teaching \$ potential (is fitting and teaching on or separate from shop time)
- Compensation for selling of fitted clubs
- Length of season vs. length of employment term
- Medical or dental benefits
- Tournament or equipment allowance or programs
- Discounts on golf or F&B at the facility while on or off shift
- All other non-monetary benefits