

APPENDIX A

Grounds Crew Assistant

Nova Scotia Golf Inc. is seeking students to be part of our grounds crews at municipal golf courses during the summer months. Training in safe groundskeeping and landscaping work practices, and the use of a variety of small power equipment will be provided. Full-time and part-time hours are available with a variety of shifts, most starting before golfers arrive early morning, leaving you free to enjoy the summer afternoons. Some shifts on weekends, evenings and holidays will be required.

While you will mostly be working as part of a grounds crew, you may also be expected to work independently to perform a variety of tasks related to the maintenance of the golf course and property. This includes laying sods, planting, weeding, mowing, edging, trimming, and aerating. Some operation of small power equipment and routine maintenance of equipment will be required.

What are we looking for in a successful applicant?

- **Self-motivated:** you take initiative to do assigned work without close supervision.
- **Team Contributor:** you work cooperatively with others to complete tasks.
- **Customer Focus:** you recognize the impact of your work on the golfer's experience.
- **Communication:** you understand and convey information professionally and accurately both verbally and in writing.
- **Positive Attitude:** you have a positive attitude in your work.
- **Education/Experience:** an interest in horticulture, landscaping, or groundskeeping and previous experience using related power equipment would be an asset but not required.
- **Licenses/Certification:** WHMIS and job specific safety training must be completed before the successful candidate can begin the job; these will be provided during the orientation.

A competitive wage is offered. Part-time hours are available in May and June with full time hours available from July 1st to August 31st. With good performance, there may be opportunities for employment in subsequent golf seasons.

Please email your résumé and cover letter, **in one PDF file**, by 4:00 pm on Wednesday, March 27th, 2024 to:

L Hogan Gillespie
Hiring Manager,
Nova Scotia Golf Inc.
PO Box 123
Halifax, NS
B1B 1B1
jobsearchnsptc@gmail.com

Administrative Assistant

Nova Scotia Golf Inc. is seeking a highschool student keen to take on a variety of administrative tasks in a busy office and customer service environment, providing support to our staff during the peak summer months. We have a vibrant workplace and a reputation for offering excellence in guest service while offering valuable opportunities for youth employment and growth.

The Administrative Assistant will perform a range of administrative and customer service functions such as greeting and registering golfers, responding to inquiries in person, by phone or electronically, creating and editing documents and spreadsheets, managing correspondence, updating the online golf booking website, maintaining electronic and paper files, accepting and tracking payments for golf fees, and other tasks as required.

What are we looking for in a successful applicant?

- **Team contributor:** you work cooperatively with others to complete tasks.
- **Self-motivated:** you take initiative to do work without continual direction.
- **Customer focus:** you are customer-service oriented and recognize the needs of internal and external customers.
- **Positive attitude:** you display your positive attitude in your work.
- **Communication:** you listen, understand and convey information professionally and accurately both verbally and in writing.
- **Digital Skills:** you are proficient in using a range of software such as Microsoft Office Suite and Google Products Suite for data entry, email, content management, communication and collaboration platforms.
- **Problem solving:** you have demonstrated an ability to investigate and successfully resolve issues.
- **Licenses/certifications:** job specific safety training must be completed before the successful candidate can begin the job; this will be provided during the orientation.

Previous experience working in an office or customer service environment is an asset.

A competitive wage is offered. Part-time hours are available in May and June with full time hours available from July 1st to August 31st. With good performance, there may be opportunities for employment in subsequent golf seasons.

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