



CAREER POSTING GUIDELINES

Posting a Job through the PGA of British Columbia is a **complimentary** service available to clubs and recruiters as a means of seeking applicants to fill positions at golf facilities.

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, PDF or in the body of email.
- If a ‘close date’ is not listed, the listed close date will be **30 days** from the date of posting. **Postings will not be removed prior to this date.**
- **Compensation must be listed** (reasonable ranges are accepted). Subject to Board of Directors review The PGA of BC office will notify the poster if the standard minimum compensation is not met.
- 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.

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).
- Notification will be published to members through our regular E-News service to alert them of the new posting.
- Position Postings are displayed in the “CAREERS” Members-Only Area on the PGA of BC website: <http://www.pgabc.org/members/careers>
- 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>

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.