

Members & Events Coordinator

Location: Kleinmond Golf Club | Kleinmond, Western Cape

Employment Type: Full-time

Reports to: Club Managers

Kleinmond Golf Club is seeking a motivated and professional **Members & Events Coordinator** to oversee member relations, event coordination, golf operations administration, and club marketing activities.

This role would suit someone who is organised, enjoys working with people and is comfortable in a busy golf club environment. The successful candidate will help ensure a positive experience for members, visitors and event guests while supporting the club's day-to-day operations.

Key Responsibilities

- Coordinate club events, corporate golf days, and sponsored tournaments.
- Welcome and assist members, visitors, and visiting groups.
- Manage bookings for golf rounds, golf carts, groups, and corporate functions.
- Handle member enquiries, subscriptions, and prepaid accounts.
- Manage the club's social media platforms and assist with marketing and promotional activities.
- Maintain and update website content.
- Assist with scoring, starting procedures, and administration for golf events.
- Deliver excellent customer service in person, telephonically, and via email.
- Perform general administrative duties, including POS operations and daily cash-ups.
- Assist with stock control and purchasing for club operations and events.
- Monitor club standards and assist with the smooth day-to-day running of the club.
- Provide supervision and support in the pro shop, bar, or other operational areas when required.

Requirements

- Excellent communication and interpersonal skills.
- Positive attitude and professional demeanour.
- Knowledge of the game of golf and golf event administration.
- Strong customer service and administrative experience.
- Computer literacy and experience with POS systems.
- Front desk or reception experience.
- Ability to work under pressure and pay attention to detail.
- High levels of integrity, confidentiality, and initiative.
- Strong leadership and organisational skills.
- Ability to work effectively with colleagues, members, visitors, and stakeholders.
- Flexibility to work weekends and extended hours when required.

Applications

Please email your CV to kleinmondgolfclub@sonicmail.co.za

For more information about the position, contact **Deon Erasmus** on **028 271 3525**

Applications close on 31 October 2026