

## **JOB OPPORTUNITY**

The Keewatin Curling Club will be accepting applications for the position of Club Manager. This is a part-time seasonal position that runs from October – April with a few additional duties that run over the spring and summer. The individual we are seeking will be a person who is passionate about promoting our club within the community and surrounding area, is a self-starter, works well independently and as part of a team, and has excellent organizational and communication skills. The full job description can be found below.

Applications will be accepted via email to [pbwarkentin@gmail.com](mailto:pbwarkentin@gmail.com). Closing date is September 22<sup>nd</sup>.

### **Manager – Keewatin Curling Club**

#### **Core Functions**

##### **Operations:**

##### **Building Management:**

1. Repairs (contracting out when necessary and with Board approval)
2. Building Maintenance:
  - a. Janitorial
  - b. Cleaning
  - c. Purchasing supplies
  - d. Snow removal (walkway)
3. Physical security and access – ensure building is open for league play and special events. Ensure a staff person is on-site at all times the club is in use.

##### **Member communication:**

1. Update website as needed
2. Explore options for communicating with members in an efficient and cost-effective manner

#### **Other:**

- 1. Assist league, Board and bonspiel committees**
- 2. Ensure invoices are forwarded for payment to the Board's Finance Chair**
- 3. Provide regular reports to the Board on club operations**
- 4. Work closely with the Ice Technician to ensure use of the club is maximized and provides a positive experience for members and user groups**

#### **Revenue Streams:**

##### **Bar Management**

- 1. Responsible for hiring and scheduling of bar staff**
- 2. Take inventory of bar supplies on a weekly basis and order stock when necessary.**
- 3. Ensure there are adequate bar supplies prior to event weekends.**
- 4. Keep an accounting of stock ordered and ensure reports are provided on a monthly basis to the Board of Directors**
- 5. Perform bartending duties on Tuesday evenings for the Ladies League**
- 6. Collect member fees and keep a listing of who has paid and the league or leagues they belong to. Provide a report to the Board of Directors on a monthly basis.**

##### **Promotion and Community Development**

- 1. Actively pursue advertising and rental opportunities to maximize revenue opportunities**
- 2. Actively pursue partnerships with community groups such as schools to encourage utilization of the facility.**
- 3. Work in partnership with the Ice Technician to determine availability of ice for rentals**

##### **Event Management**

- 1. Ensure there is adequate staffing for special events (ie: bonspiels, rentals, hockey tournaments where the curling club bar is used as the tournament beer gardens, etc.)**
- 2. Participate in hosting events by ensuring the club is clean, accessible, and is adequately stocked.**

## **Skills and Experience:**

- 1. Ability to prioritize and manage a variety of tasks to ensure safe and efficient operation of the club.**
- 2. Excellent organizational skills**
- 3. Excellent communication skills**
- 4. SmartServe certification**
- 5. Must work well both independently and as part of a team comprised of staff, Board members, volunteers and league members**
- 6. Ability to problem solve when minor issues arise**
- 7. Familiarity with computers and Microsoft office programs**
- 8. Experience with minor repairs would be an asset**
- 9. Previous managerial experience is not required but would be an asset**