

**At the Calgary Winter Club, we are proud of our Club, our people, and what we do.**

- We take **ownership** in what we say and do
- We are **accessible** to others
- We take the most **ethical approach**
- We are **genuine and sincere** in our interactions and actions
- We **respect** one another's values, talents, and contributions

The Calgary Winter Club is a private member owned social and athletic club, one of the best in North America. Learn more about us at [www.calgarywinterclub.com](http://www.calgarywinterclub.com).

We are currently looking for a Curling Manager. The Curling Manager is responsible for the efficient administration and operation of Calgary Winter Club's Curling section and related activities. This position averages 30 hours per week and peak season is August through to May each year.

#### **Key Accountabilities**

1. Coordinate, administrate and market all CWC adult, junior and youth curling leagues, bonspiels, special events, instructional programs and clinics
2. Assist member-volunteer curling committees
3. Promote the sport of curling at the CWC
4. Curling Administration & Club Responsibilities
  - Prepare and coordinate all league ice schedules, events, rental contracts and billings
  - Compile records, statistics and reports of curling activities
  - Collect information, write and edit the curling section news for the CWC Newsletter
  - Promote and conduct group lessons, team lessons and private lessons utilizing qualified instructors to improve the overall calibre of play of the CWC's members
  - Act as the CWC liaison to curling associations such as SACA, CCA, CYCA, CAYCIC, ACF and NTC
  - Make periodic inspections of the curling facilities and recommend repair, maintenance or replacement
  - Prepare operating and capital budget requests for the Curling section
5. Serve as the CWC contact for booking and execution of curling events hosted by other organizations

#### **Qualifications & Skills Required**

1. Professional and diplomatic communication skills
2. Responsible, mature, and able to relate well to both youth and adults
3. Customer service orientation and a team player; positive attitude
4. Strong organizational skills
5. 5+ years' experience with the sport of curling
6. National Coach/NCCP certification and/or competitive curling experience
7. 2+ years in a management role; basic accounting and budget preparation experience
8. Intermediate to advanced MS Office skills
9. Experience working within a private club setting would be an asset

This competition will close Friday, July 14, 2017. To apply, please email your resume and cover letter with "Curling Manager" in the subject line to [employment@calgarywinterclub.com](mailto:employment@calgarywinterclub.com). Only those we wish to interview will be contacted. The successful applicant would start on or near August 15, 2017.