



Suite 5, 4512 – 53 Street, Camrose, AB T4V 4E3
Phone (780) 672-4152
Email rccc@cable-lynx.net

CURLING CLUB MANAGER (Full-time)

Are you open to trying new ideas and fun events? At the Rose City Curling Club, we want to help people stay active so we will be engaging in campaigns to expand our membership. As our Curling Club Manager, you will be our 'face' in the community, building relationships to help us reignite the passion for our club and the sport of curling.

The Rose City Curling Club, a not-for-profit organization managed by a Board of Directors, is a 9-sheet curling facility connected to the multi-purpose Recreation Centre in Camrose, Alberta. With over 100 years of curling history, the club currently has a membership of approximately 230 people. Our leagues run afternoons and evenings on weekdays. On weekends, the club hosts numerous bonspiels, provincial and national competitions, junior programs and rental groups.

Our membership is proud to have organized and volunteered at several successful high profile curling events at the neighboring Encana Arena such as the 2018 Grand Slam of Curling Meridian Canadian Open, 2014 Home Hardware Canada Cup, 2016 and 2012 Boston Pizza Cup Provincial Men's Championship, 2011 Alberta Scotties Tournament of Hearts, and the 2008 Continental Cup of Curling.

The Curling Club Manager is a full-time year round position requiring an extensive time commitment that may include weekdays, weeknights and weekends during the September to April curling season. Work hours for the remainder of the year, April to September, will be minimal (8 - 16 hours/week) and flexible to help offset the demands of the active season.

The Club Manager reports to the Board of Directors and will oversee the Administrative Assistant and Head Ice Technician duties to ensure the provision of high quality, consistent, friendly and timely services to our membership, rental guests and with general inquiries.

Who are we looking for?

An outgoing motivator. An ambitious self-starter. A natural problem solver. Someone who believes if you build it, they will come. You'll help our members feel like they belong. By promoting our programs and building relationships with current and potential curling club members, sponsors, and stakeholders, you will be instrumental in our growth and success.

The selected candidate will:

- Assume responsibility for day to day operations of the Club including league and bonspiel draws, ice rentals, bar and inventory control, conditions of the facilities, and security of Club property
- Develop the club's marketing and sales plan to promote membership and sponsorship opportunities
- Build relationships and maintain rapport with club members, sponsors, community stakeholders, neighboring Clubs and Curling Alberta
- Provide support to curling leagues and other events as needed to ensure the success of each program
- Collect and receipt income from all sources and manage bank deposits working closely with the Treasurer to ensure accuracy of accounting records
- Keep ahead of trends in the curling business being vigilant in identifying new opportunities for growth and addressing issues that might threaten the success of the Rose City Curling Club
- Know and implement current Alberta Gaming, Liquor & Cannabis rules and regulations
- Assist with and/or hire for bartending and cleaning services as needed
- Attend monthly Board of Directors meetings to bring issues requiring the board's attention and to give an overview of the Club's happenings
- Take the operational lead in organizing assigned Provincial and Regional Competitions; be the club liaison to Curling Alberta
- Continuously evaluate programs, procedures and Club practices and make appropriate recommendations to the President for any and all improvements and changes to the Club
- Perform other assigned duties as determined by the Board of Directors
- ***Note that the Rose City Curling Club has a zero tolerance policy regarding the consumption of alcohol while on duty***



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Qualifications:

- Outgoing demeanor, strong public relations and client services skills
- Highly motivated and a self-starter who is adaptable to and comfortable with a variable daily, weekly and monthly work schedule
- Well-developed business management and leadership experience in customer or member-focused organizations
- Entrepreneurial mindset with a willingness to create new opportunities and an ability to challenge tradition in a constructive way
- Be a natural problem solver – if you don't know how to do something, you know how to identify appropriate resources to find a solution
- Sound understanding of fiscal responsibilities (budgeting, receivables and payables)
- Preference will be given to candidates with curling knowledge and business operating practice in the not-for-profit sector

Closing date: May 31, 2019

Position to start July 2, 2019 or as soon as possible thereafter

Email your resume and cover letter to rccc@cable-lynx.net with your salary expectations and a brief description outlining why you would be a good fit for this position. Please quote in email subject line: **Club Manager Position**. We will also accept applications by post office mail postmarked no later than May 31st, 2019. Please send to the Rose City Curling Club, Suite 5, 4512 – 53 Street, Camrose, Alberta T4V 4E3. As a condition of employment, the successful candidate will be required to submit a Criminal record check.

All candidates are thanked for their interest, however, only those selected for an interview will be contacted.