

Manager, Grande Prairie Curling Club / Curling Facility
Web site: www.grandeprairiecurlingclub.com

The Grande Prairie Curling Club invites applications for the position of Manager at the Grande Prairie Curling Club.

This position will open August 1st, 2010 and will be renewed annually, subject to approval of the Board of Directors. This is a full-time, year round position offering a heavy schedule in winter and modest schedule in summer.

The Grande Prairie Curling Club is a busy eight sheet club, with lounge/meeting room facilities, bar & kitchen, with approximately 1300 curlers traveling through the doors weekly, ranging in age from nine to seventy-five.

The Manager would be responsible for the daily operations of the facility. They would work with the board treasurer to develop and follow the annual budget for the facility. Revenues above and beyond normal operations would be shared in a bonus back the Manager.

Responsibilities include, but are not limited to:

- Promotion of club activities and new programs
- Coordinating leagues, bonspiels and special events
- Handling of all daily correspondence
- Preparing for weekend bonspiels, overseeing and assisting
- Assisting with member and volunteer recruitment
- Scheduling of ice time and appropriate staff
- Replenishing supplies, collecting and managing monies resulting from curling
- Ice and club rental, and bar and managing related revenue
- Attend regular monthly Board of Directors meetings to report and to receive direction.
- Ensure the cleanliness and safety of the club
- Ensure maximum efforts are put forth from Food & Beverage to help subsidize the sport of curling

Hours of work:

This position is full time, with the majority of activity from September to mid April. During the winter months this position requires flexibility in times worked due to the nature of the work, with many functions occurring on weekends and evenings. An average of sixty to seventy weekly hours in season and ten to twenty out of season for smooth operations.

Management experience:

- Experience in financial management
- Sound organizational skills
- Excellent written and oral communications skills
- Experience with a computer, word processing, spreadsheet and Quick-books
- Customer service, public relations and bartending skills
- Curling experience would be a definite asset
- Strong interpersonal skills, promotional and marketing skills
- Relevant experience in the operation of a sporting facility
- Experience in Food & Beverage area would be an asset
- Experience in Ice Making area would be an asset

Interested individuals should email a resume, with salary expectations and references, in confidence, July 9th, 2010 to tina@jbinsurance.ca or fax – Attention: Tina to 780 539 7374

While we appreciate the interest of all applicants, however, only those considered for interview will be contacted.