



Employment Opportunity: Curling Club Manager

Start Date: Approx. August 2024

London Curling Club
377 Lyle Street
London, Ontario
N5W 3R5

Respond to: careers@londoncurling.ca

The London Curling Club is a well-established, non-profit, community based six-sheet curling facility in London, Ontario. Our 500+ members plus event guests keep the facility open 7 days a week from October to early April each year.

We are seeking a highly motivated **Curling Club Manager**, reporting to the President of the Board of Directors. This job is seasonal, being full-time during the curling season September-April with part-time options for the off-season, to be negotiated with the selected candidate. Most of the work is flexible hours within daytime, Monday to Friday plus evening and weekend hours as required, based on scheduled activities and events.

The **Club Manager** will be a key ambassador for the sport of curling and they will advocate, promote, and grow the game of curling within the membership and community. The **Club Manager** will be responsible for the day-to-day operations of the clubhouse, bar and curling pro shop. They will oversee and schedule all curling activities within the facility, ensuring that those attending enjoy a positive experience. They will provide leadership within the Club and in the community and will be visible, available, and approachable.

Job Requirements and Responsibilities:

- Must have a passion for people and service excellence.
- A minimum of 5 years related experience in a management position.
- Ability to work independently, managing and hiring staff and providing advice to the Board
- Strong financial skills regarding budgets and financial statement results analysis
- Experience marketing and promoting events in a small business setting including the use of social media to membership and the community
- Timely communications to members, guests, suppliers

- Certified in Smart Serve, Standard First Aid, CPR Level C with AED
- Excellent interpersonal and communication skills
- Broad knowledge of all applicable federal and provincial legislation including PIPEDA, Occupational Health and Safety, Workers Safety and Insurance Act.
- Knowledge of curling is an asset
- Ability to liaise and collaborate with ice maintenance staff for the benefit of club members and guests.
- Involvement in all government grant applications
- Exceptional guest services and multitasking skills
- Attend board and executive meetings as required
- Monitor stock levels and reorder supplies as needed
- Oversee and manage the curling registration process
- Manage ice rental requests and manage the calendar of events
- Management and scheduling of part-time staff
- Maintain and update the club's website
- Advanced use of Microsoft Office, primarily with Excel and Word
- Experience reading, modifying and writing HTML code

Compensation:

The successful applicant will receive an attractive compensation package commensurate with experience and qualifications.

London Curling Club provides equal opportunities to all qualified employees and applicants for employment without regards to race, colour, religion, creed, sex, age, marital status, national origin, sexual orientation, disability, family status, or any other legally protected status. London Curling Club will provide reasonable accommodation to all applicants and employees. If you require accommodation at any time during the hiring process, please contact **careers@londoncurling.ca**.

Work Location: Hybrid: In Person and Work from home office as required.

Job Type: Permanent, Seasonal

How to apply: submit resume and cover letter to Careers@londoncurling.ca by June 21,2024. All enquiries may be sent to the same email address.

All submissions will be held in the strictest confidence. We thank all applicants. Only those selected for an interview, will be contacted and required to submit multiple references.