

# Club Manager- Open Position

Reporting to the board of directors, the primary duty of the RCC Curling Club Manager is to oversee the day-to-day management and operation of the club. The Curling Club Manager is the main point of contact for the club and communicates with the board, membership, vendors, contractors and the public. The Curling Club Manager provides continuity for the club season to season, working closely with the board of directors to execute the mandate of the club.

Day to day operations of the club include but are not limited to the following: organizing rentals of the club facilities, communications with the public (mail, email, voicemail), coordination of club calendar of events, working with the board of directors and committees, management of contractors and financial management (may or may not include bookkeeping).

## Essential Skills:

- Ability to multitask, prioritize competing priorities, and meet multiple deadlines
- Excellent interpersonal and communication skills and organizational abilities, with a strong attention to detail
- Strong office skills, including proficiency in Microsoft Office and other software
- Good fiscal acumen and management
- Proven ability to work independently with minimal supervision

Preference may be given to candidates who also have:

- Bookkeeping experience
- Management experience
- Experience with the operation and governance of non-profit organizations, including working with non-profit boards and volunteers

## **Job details:**

- 1 year contract with possibility of renewal
- Start date is to be negotiated

## **Hours:**

- 20 hours per week during the curling season (Sept to June)
- Approximately 4 hours per week off season (July and August)

Contact a board member for more information or apply at [richmondcurling@bellnet.ca](mailto:richmondcurling@bellnet.ca).  
Deadline for submissions is March 31<sup>st</sup>.