



Lacombe Curling Club General Manager

Job Description

Company Description

The Lacombe Curling Club requires a Club General Manager for the 2024/2025 season. Lacombe is a city of 13,000 located in Central Alberta just north of Red Deer, AB. Our Club of 340 members operates a six-sheet facility from October to April. There are daily and evening leagues 4 days a week along with junior programs, occasional weekend bonspiels, and rentals.

Job Brief

We are looking for a Club General Manager to oversee and operate the Lacombe Curling Club operations, including managing the membership, facility, staff, and operations of the club. The Lacombe Curling Club General Manager reports to the Lacombe Curling Club Governance Committee. Responsibilities include but are not limited to formulating overall strategy, managing people and financials, establishing policies, overseeing the club leagues and bonspiels, and being the point of contact for the membership. To be successful in this role, you should be a thoughtful leader and team player, a confident decision-maker, and be willing to help our membership develop and appreciate the sport of curling.

Ultimately, you'll help our club and community grow and thrive.

Qualifications:

- Minimum 2 years of management experience is required. Experience working with a non-profit sports organization is an asset.
- Minimum 2 years of Office Management experience is required, including experience with bookkeeping and contracts/licensing. Grant writing experience is considered an asset.
- Proficient with Microsoft Office, including Excel, Word, and PowerPoint.
- Experience with lounge management and familiarity with all AGLC regulations.
- Excellent time management skills with the ability to perform well under pressure.
- Strong organizational, planning, analytical, leadership, and problem-solving skills.
- Strong work ethic that values responsibility, accountability, and reliability.
- Ability to manage website and social media platforms, including Facebook and Instagram.
- Have a flexible schedule including working evenings, weekends, and holidays per programming needs.
- Ideally, a curling "enthusiast" and familiar with all aspects of the sport. NCCP coaching levels and previous coaching experience are considered an asset.

Salary:

The salary range is commensurate with education and experience. The yearly average total is 900 hours. This includes but is not limited to, time spent managing the club and lounge, special events, bonspiels, and club rentals.



General Manager Responsibilities:

Responsibilities include but are not limited to:

- Oversee annual registrations through the online registration system and maintain the membership database.
- Schedule facility programs, leagues, rentals, corporate and private events.
- In conjunction with the Board of Directors, host recreational and competitive bonspiels and bid for provincial playdown events.
- Develop and administer opportunities for the membership to develop their curling skills.
- Contact various community organizations to connect with potential new curlers.
- Work with ice staff for scheduling and coordination of preparation & maintenance of ice.

Office Management:

- Maintain regular office hours during the curling season.
- Maintain Bookkeeping, including budget, accounts receivable, invoicing, and accounts payable.
- Prepare regular financial and operations reports for the Board of Directors.
- Manage and procure contracts and licenses (e.g., insurance, internet).
- Answer all phone and email inquiries in a timely manner.
- Ensure the website is up to date with current League standings, draws, etc.
- In conjunction with the Governance Committee, develop and implement a marketing plan.

Facilities:

- Coordinate with City of Lacombe staff for general organization of the leased area.
- Seek out, control, and promote sponsorship/advertising and execute sponsorship agreements.
- Manage pro shop and lounge inventory and sales.
- Coordinate and maintain lounge equipment and supplies.

Other Duties:

- Develop business strategies, goals and plans that align with the organization's objectives.
- Oversee recruitment, training and supervision of lounge and janitorial staff.
- Provide solutions to issues (e.g. profit decline, employee conflicts, loss of business to competitors)
- Attend all executive and club meetings upon request.
- Engage with the business community to sell advertising and sponsorships.
- Other duties as assigned by the Governance Committee.

How to Apply:

If you are ready to bring your passion for curling and managing skills to the Lacombe Curling Club, please submit your resume, cover letter and any relevant certifications to lacombecurlingexecutive@gmail.com.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Our Curling Club is committed to promoting diversity and inclusivity. We encourage applications from all qualified individuals regardless of race, ethnicity, gender, sexual orientation, age, or disability.