

Job Opportunity: General Manager & Lounge Manager – Lacombe Curling 🇨🇦

Location: Lacombe, Alberta

Term: July 1, 2025 – June 30, 2026 (with off-season responsibilities)

Compensation: Commensurate with skills and experience

Estimated Hours: 800-1000 annually (~25 hrs/week during season)

Lacombe Curling is seeking a highly motivated, organized, and community-minded individual to fill the role of **General Manager & Lounge Manager**. This is a dynamic, hands-on leadership position for someone who is passionate about curling, hospitality, and community sports management.

Key Responsibilities:

As General Manager:

- Oversee daily operations and administration of the Curling Club.
- Manage member registrations and league scheduling.
- Collaborate with the bookkeeper to provide basic financial reporting to the Board of Directors.
- Coordinate marketing, sponsorships, website, and social media.
- Supervise facility use, league operations, and external rentals.
- Liaise with the Board of Directors and city officials.

As Lounge Manager:

- Hire, train, and schedule lounge staff.
 - Maintain inventory, liquor licenses, and regulatory compliance (AGLC, ProServe).
 - Oversee daily lounge operations, cash handling, and reporting.
 - Foster a clean, safe, and friendly lounge environment.
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Required Skills & Attributes:

- Excellent organizational and interpersonal skills.
- Knowledge of basic accounting and payroll processes.

- Strong communication and social media proficiency.
 - Experience in customer service, event coordination, or hospitality management.
 - Familiarity with curling operations or willingness to learn.
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Additional Details:

- Contract term runs from **July 1, 2025 to June 30, 2026**, with off-season responsibilities (May–August) such as mail and email management, rentals, and bill payments.
 - Curling season runs from October through March.
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How to Apply:

Submit your résumé and a brief cover letter outlining your relevant experience and interest in the role to:

 **lacombecurlingexecutive@gmail.com**

Come join a passionate curling community and lead one of Alberta's most vibrant local clubs!