

# ***DAWSON CREEK CURLING CLUB***

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## **GENERAL MANAGER & HEAD ICE TECHNICIAN**

**Get to Know the Dawson Creek Curling Club:** A Non-Profit Organization in Northeastern BC. Nestled in the stunning South Peace Region, the Dawson Creek Curling Club prides itself on its 8-sheet facility, curling pro shop. The club has an upper floor banquet/meeting area, and a full-service bar, lounge & kitchen that can accommodate up to 200 guests. In addition, the club rents the cement ice surface in the curling off-season with a capacity of 880 persons. Our community-driven organization is made up of 300 members and an engaged Board of Directors and volunteer base, which have just completed a 2023 Strategic Plan and 5-year capital plan. The Dawson Creek Curling club is financially stable and at the center of our operations is the talented General Manager, who expertly oversees facility operations, curling programs and events, revenue growth, facility rentals, and, most importantly, engaging our members and community.

**We are looking to fill two positions:** General Manager (full-time) and Head Ice Technician (seasonal). One applicant 'may' be able to fill both positions in a combined capacity. In that event the Dawson Creek Curling Club will fund a casual part-time ice tech position to complement the overall ice maintenance program. The terms of such an agreement are negotiable.

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### **Position 1 General Manager** (Full time)

The General Manager role is a full-time, year-round position that demands a considerable time commitment, including weekdays, weeknights, and weekends during the September to April curling season. With flexible hours during the April to September off-season. The General Manager reports to the Board of Directors and membership. They oversee all areas of staff management including the Ice plant/Building maintenance, Food Services, Accounting/Payroll, Events, and Member Services. The General Manager must ensure the provision of high-quality, consistent, friendly, and timely services to our membership and rental guests as well as ensure good standing within the community and with local government.

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## **Position 2 Head Ice Technician**

(Seasonal – approximately mid-August to April, curling season may include weekdays, weeknights, and weekends during the September to April curling season.)

The Head Ice Technician is solely responsible for the initial installation of the club's ice playing surfaces and subsequent maintenance of the ice area and all related equipment is maintained to a professional standard. Ensuring major and routine maintenance is conducted as required. Responsible for club's curling stones, maintenance and storage with approved practices and procedures.

The Head Ice Technician is directly accountable to the General Manager and will be required to liaise and coordinate with the General Manager on a continual basis to ensure the ice making and maintenance standards are upheld to a professional standard, provide recommendations on ways, and means to improve operation and playing conditions. Seek opportunities to attend clinics or training seminars approved by the Board for the purpose of upgrading and maintaining skills and certifications.

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### **How to Apply:**

Interested individuals may apply for either the General Manager or Head Ice Technician position by submitting a comprehensive resume and cover letter indicating the position of interest. If you wish to be considered for both positions, please express your interest in the cover letter.

Email: [dccurl@shaw.ca](mailto:dccurl@shaw.ca) **Please indicate the position(s) for which you are applying.**

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## **The selected General Manager will:**

- Manage the day-to-day operations of the Dawson Creek Curling Club including leagues and bonspiels, ice rentals, building rentals, staffing, bar, food services and pro shop inventory control as well as conditions of the facilities and security of DCCC property to a professional standard.
- Be the key point of contact for the Curling Club, coordinate with external professionals such as accountants, attorneys, insurance agents, bank officers and contractors for facility maintenance and improvements. Plays a crucial role in the success, growth, and positive image of the curling club within the community and the larger curling network
- Function as a bridge between the club and curling associations including Curling Alberta, Curl BC, and Curling Canada. Stay informed about association guidelines, rules, and updates relevant to the club. Be a visible and identifiable representative of the curling club in the community.
- Promote a friendly, community minded image, engaging with local residents and businesses. Attends community events and actively participates in seeking opportunities to enhance the club's presence.
- Actively promote and advocate for the sport of curling within the community. Organize events or initiatives to attract new members and sponsors. Work on marketing strategies to increase the visibility and popularity of the club and year-round use of the curling club facility.
- Respond promptly to inquiries from the public and club members. Manage club communication, including emails, social media, and phone lines.
- Disseminate relevant information and announcements about club activities, events, and opportunities.
- Provide leadership and direction directly and indirectly to all staff and monitor any service agreements and contracts. Recruit, hire, train and evaluate staff. Ensuring professionalism and great customer service to all curlers and other clients in all aspects of the business.
- Seek out and apply for all applicable grant funding
- Ensure compliance with all current British Columbia regulations including, but not limited to Gaming, Liquor and Cannabis, Employment Standards, Technical Safety BC, and WorkSafeBC

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- Attend monthly Board of Directors meetings, and provide a monthly report of the Curling Club operations
- Continuously evaluate programs, procedures, practices, and policies and make appropriate recommendations to the Board
- Abide by all the Curling Clubs Bylaws and Board Policies
- Perform other assigned duties as determined by the Board of Directors

## **Knowledge, Skills, and Abilities**

- A degree/diploma in Business, Recreation/Sports Management, or equivalent professional experience is preferred but not mandatory. Preference may also be offered to an individual with demonstrated experience in recreational management and specifically curling club operations.
- Association of Curling Professionals (ACP). This new organization is dedicated to the training and development of club and teaching professionals, accreditation or partial accreditation would be an asset. Interest in this program is of value. Our club will consider support for training.
- Initiative-taking self-starter who is adaptable to and comfortable with variable daily, weekly, and monthly work schedules
- Business management, customer service in member-focused organizations
- Supervisory and Human Resources experience.
- Entrepreneurial mindset with a willingness to create new opportunities and an ability to challenge tradition in a constructive way
- Be a natural analytical person with an ability to identify appropriate resources to find a solution
- Experience with fiscal responsibilities including budgeting, receivables, payables, and recordkeeping
- Experience with grant writing.
- Experience recruiting and coordinating volunteers
- Curling experience is preferred but not required
- Experience in facility management a definite asset
- Knowledge of the Curl Canada Ice Technician requirements and the fundamentals of managing an ice plant (or willingness to obtain this knowledge within the first year of employment)
- Serving It Right Certificate (or willingness to obtain it at the Centre's cost within first six months of employment)

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## **The selected Head Ice Technician will:**

- Facilitate ice installation
  - Supervise all staff/volunteers and monitor any related agreements and contracts
  - Ensures any work being done in the facility is safe and protects the integrity of the ice and related equipment
  - Responsible for the training/instruction and assignment of any casual club ice assistants.
  - Ensures all routine maintenance including all functions related to the professional care and preservation of the ice during the curling season. The maintenance or replacement of consumables of on and off ice equipment.
  - Ensures major maintenance including surface removal and re-flooding, provided that a major maintenance window is provided in the curling schedule
  - Assumes full control and responsibility for the club's curling stones and all maintenance is in accordance with approved practices and procedures.
  - Monitors facility atmospheric and ice related conditions
  - Maintain and develop relationships with ice making associates
  - Ensures storage and equipment rooms are maintained
  - Ensure occasional light maintenance throughout the facility is conducted
  - Ensure proper shutdown is completed in March/April
  - Liaise with the General Manager and coordinator with the GM on a continuing basis to ensure the ice making and maintenance standards are being upheld
  - Provide recommendations to the General Manager on ways and means to improve operating and playing conditions
  - May be asked to attend the occasional monthly board meeting.
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## **What we offer**

Competitive wages

- GM Salary ranges \$60,000 - \$100,000 annually
- Head Ice Technician (seasonal) \$30,000 – \$40,000  
Approx. 30 hrs. per week, up to 8 months per year.

Professional development opportunities

## **Position to start:**

GM – As soon as mutually acceptable; preferably no later than June 2024.

Head Ice Tech – fall 2024

Email your resume and cover letter to [dccurl@shaw.ca](mailto:dccurl@shaw.ca)

**Please indicate the position(s) for which you are applying.**

**Closing Date:** February 15, 2024

Only candidates selected for interview will be contacted