



## Job Posting Club Manager (part-time)

### **The Opportunity:**

The Port Moody Curling Club is a vibrant curling club with 6 sheets of curling ice and a growing membership of approximately 650 active members of all ages and abilities.

You will be required to liaise and maintain positive and productive relationships with the City, league members, external groups, as well as communicate curling ice quality with city staff. Your duties will include overseeing the scheduling of leagues and bonspiels, lounge rentals, and liaising with user groups to ensure setup requirements for leagues and bonspiels are met. You will also be required to maintain the Club's website, registration system, and practice ice schedule, and develop and distribute newsletters to help promote the Club, its members and activities.

While responsibilities cover the full year, the seasonal nature of the Club requires the Club Manager to work a flexible and variable schedule, depending on the time of year.

**Target start date:** March 1, 2020

**Hourly rate:** \$25/hour

### **Qualifications:**

- Experience with municipal and volunteer associations.
- Excellent verbal and written communications skills.
- Is highly motivated and a self-starter with an entrepreneurial mindset.
- Well-developed business management and leadership experience in customer or member-focussed organizations.
- Proven track record of establishing effective operating procedures and processes
- Is adaptable to, and comfortable with, a variable daily, weekly, and monthly work schedule, including occasional weekends and evenings.
- Familiarity with the sport of curling (as a curler or curling enthusiast) is an asset.

### **Please email cover letter and resume to:**

Terri Evans, President, [president@portmoodycurling.ca](mailto:president@portmoodycurling.ca)

A review of applications will begin on **January 31, 2020**, and continue until the position is filled. We thank all applicants for their interest in this position, but only those selected for an interview will be contacted.