



**Job Title:** Pro Shop Assistant  
**Location:** Nanaimo Curling Centre  
**Terms:** Seasonal (August to April)  
**Pay Range:** \$18-\$24 per hour  
**Requirements:** Varied Shifts

**About Us:** Nanaimo Curling Centre is an 8-sheet facility in the heart of Nanaimo. There is regular league curling Sunday through Friday, along with ice rentals, bonspiels, and other events. The facility is available for use year-round, with rentable space for meetings, events, and various celebrations. The Nanaimo Curling Centre provides a welcoming, accessible environment for people of all ages and abilities to build friendships, sportsmanship, and skill development through the sport of curling. The Centre operates as a year-round facility responsive to the needs of the community.

**About the role:**

**Administration:**

- Assist Members with league registration.
- Process Member payments and track online payments.
- Entry of registration and payment data from Curling Club Manager into QuickBooks.
- Respond to member's and general public's questions and concerns in an effective and timely manner.
- Provide support to League Reps, by assisting in creation of schedules, posting of schedules online, and keeping Club roster up to date.
- Reconcile Bar and Pro Shop Square POS systems with QuickBooks to ensure proper tracking and reporting of all Club transactions.

**Pro Shop:**

- Coordinate the timely maintenance of Pro shop inventory and purchasing, as well as accurate and up to date contacts with Pro Shop vendors.
- Assist Members and Guests with all Pro Shop and merchandise related questions.
- Maintain Club rental equipment (brooms, grippers) to ensure quality and cleanliness.



### **Program Coordination:**

- Coordinate recruitment, contact and schedule with School District 68 for school curling trips,
- Recruit and train volunteer coaches for all school program sessions.
- Lead and run all school program sessions.
- Recruit and schedule coaches for rentals, clinics, and lessons.
- Track hours and dates of volunteers for all rentals, clinics, and lessons.

### **Other:**

- Assist General Manager in any other duties assigned to ensure efficient operation of the office and club.
- Janitorial duties may be required when needed.
- Optional bar and event shifts may be possible or required when needed.

### **Candidate Requirements:**

- University or College degree, preferably with emphasis in Office Administration or Recreation Management would be an asset, but not a requirement.
- Curling experience would be an asset to understand the membership and operation.
- Refrigeration Safety Awareness certificate considered an asset.
- First Aid/AED Certificate.
- Completion of yearly WHMIS training.
- Serving It Right! Certificate considered an asset.
- Knowledge of QuickBooks and Square considered an asset.
- Knowledge of the curling landscape considered an asset.
- Experience with Curling Club Manager considered an asset.
- Sales experience considered an asset.
- Effective communication skills both written and verbal.
- Ability to manage time effectively.
- Ability to work both independently and as a member of the team.
- Ability to work flexible hours, evenings, weekends, holidays, etc.
- Criminal record check.

Those interested in the position should forward their resume to [manager@nanaimocurlingclub.ca](mailto:manager@nanaimocurlingclub.ca). Please note that only those shortlisted for the position will be contacted.