



## Whitehorse Curling Club Manager Job Description

### **Responsibilities:**

The Club Manager of the Whitehorse Curling Club (WCC) is responsible for:

1. Curling and Lounge Facility operations including
  - Managing site maintenance, supplies acquisitions, schedules, staffing, engaging contractors as necessary (e.g., janitorial), liaising with the City of Whitehorse maintenance and planning personnel as necessary
  - Completing licensing and permitting and managing all aspects of liquor inventory control for regular lounge services and special events
  - Managing all aspects of lounge operations including staffing, scheduling, training, pay, and supervision
  - Managing facility rentals including bookings, providing staff for bookings as relevant, ensuring renters are adhering to the terms and conditions of their rental contract
  - Undertaking marketing and promotion of the curling program and lounge venue
  - Managing club IT systems to ensure they are secure and continue to provide effective support for accounting, inventory management and membership management functions
  - Ensuring that the Club's policies and resolutions, as passed by the Board of Directors or the general membership at General Meetings, are operationalized effectively
  - Periodically reviewing the Club's programs and services to ensure that they continue to meet the goals and objectives of the Club.
  - Providing advice, support and assistance to Club members as requested
2. Personnel Leadership
  - Hiring and supervising Direct Reports and part time or casual employees.
  - Training, scheduling work and managing performance of office and bar personnel
  - Supervising the administration of pay and benefits in accordance with government regulation and employee employment policies.
  - Setting salaries within approved salary ranges and budget limitations.
3. Financial Management
  - Preparing, in consultation with the Treasurer, the annual budget and monthly financial statements
  - Ensuring that the budgets duly adopted and/or amended by the Board are followed and that the Board is advised of any significant anticipated variance in the budget.
  - Monitoring the insurance policies to ensure that they continue to meet the needs of the board and the club
  - Ensuring annual filings to Corporate Affairs are processed and completed within regulated time frames.
  - Overseeing the accounts maintenance and is accountable for the receipt, deposit, investment, and disbursement of Club funds. May authorize expenditures up to \$2000.00 within budget limitations.
  - Ensuring accounts receivable, invoicing and payments to Suppliers are maintained in a timely manner
  - Ensuring that the Food Operations (catering and canteen) and Beverage Operation (Bar) operate at a profit and that industry standard food handling procedures are implemented and conform to all applicable rules and regulations



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4. Creating and Coordinating Sponsorship programs to ensure sponsors are recruited and effectively represented via billboards, ice logos, or other visible methods commensurate with sponsorship levels
5. Ensuring that public funding (e.g., Grant) opportunities are identified and applied for on a timely basis
  - Ensuring that appropriate contributors to the application content are engaged; and, may provide content for these applications
6. Providing relevant facility support for events and fund-raising activities that benefit the ongoing operation of the Club.
  - Assisting event coordinators in determining event staffing requirements and providing paid staff as relevant
  - Identifying volunteer requirements as requested and advising event coordinators of any mandatory procedures for volunteers to ensure safe delivery
7. Supporting and assisting the Board of Directors in an ongoing, and proactive manner
  - Planning the annual facility calendar: plant start up and shut down, Bonspiel schedules, Competitive Schedules and so on
  - Planning curling programs and league formats
  - Providing input to fees and other charges
  - Promoting membership in the Club
  - Preparing and presenting the Club Manger's report to the Board for monthly board meetings and for the Annual General Meeting
  - Assist the Board with facility arrangements for the Annual General Meeting
  - Keeping the President and Board informed of all important developments falling within their mandates and providing support and advice, as required
  - Bring any operational topics to the Board for their input, discussion, and decisions as necessary to support the facility, membership, staff, and programs

### **Reporting:**

The Club Manager reports to the President of the Whitehorse Curling Club or to the Director of the Board in an assigned acting role in the absence of the President.

The Club Manger's direct reports include the Office Manager, Pro Shop Manager, Bookkeeper and Bar Staff.

The Ice Technicians may report to the Club Manager when the latter has relevant experience and technical knowledge to enable successful leadership. At minimum the Club Manager routinely liaises with the Ice Technicians to inform them regarding program schedules and facility operations relevant to the Ice; and in turn, receives information from the Ice Technicians that may be of interest to the Board of Directors and/or the general membership.

### **Typical contacts:**

1. Club Members – Daily during the curling season
2. President of the Board of Directors – minimally once per month during curling season in addition to monthly Board meetings; more frequently as necessary to fulfil program and administrative duties
3. Board of Directors – monthly meetings at minimum, more frequently as necessary



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4. City of Whitehorse – regarding building operation, repair and maintenance as needed
5. Club staff – daily during curling season
6. Yukon Liquor Corporation
7. Yukon Curling Association
8. Businesses in the community (regarding sponsorship in particular)

### **Qualifications:**

1. Related experience in at least one, and preferred more, of the following
  - a. Sport club facility and program management
  - b. Event and venue management
  - c. Licensed facility operation
2. People Leadership – recruitment, supervision, performance management
3. Strong written and oral communication skills
4. Understand the basic operation of an indoor ice facility
5. Technical experience in curling ice making is desirable
6. Participation in the sport of curling, at any level, is desirable
7. Provide a current, negative, Criminal Record Check and Vulnerable Sector Check
8. Successful Bond application