



JOB OPPORTUNITY: CURLING DRAW MASTER

St. Georges Golf and C.C. is ranked number 30 in the world. To complement the golf operation, curling was added to make the club a year round entity. The curling program has generated World Champions and we look forward to developing the next champions. We are looking for an enthusiastic individual to join our Curling team. We have an opportunity as a Curling Draw Master to assist the Curling Manager in successfully running all of the programs pertaining to curling.

Skills/Qualifications:

- Accountability
- Communication
- Continuous Improvement
- Critical Thinking
- Leadership
- Planning and Organization
- Reliability
- Strategic Thinking
- Retail Sales
- Interpersonal Skills
- Organization
- Customer Service
- Resourcefulness

Duties and Responsibilities:

- Compile draw schedules for all leagues; upload draw to our digital screen system
- Update and post results and standings for all leagues in timely fashion
- Write and distribute weekly curling newsletter to membership
- Send out e-mail blasts to membership as required
- Support bonspiel and event convenors to ensure events run smoothly
- Respond to inquiries from members and general public
- Assist on curling ice as required (rentals, clinics)
- Handle curling pro shop sales
- Create registration forms for leagues and events
- Maintain and update curling calendar as necessary
- Create billing files for accounting for curling functions
- Maintain files and records pertaining to the Curling section
- Attend all Curling Committee meetings and record the minutes
- Ability to ensure compliance with health and safety
- Update and maintain trophies and awards
- Serve as lead instructor for little rocks program
- Liaise with membership, communications, food & beverage staff
- Perform other duties and responsibilities as instructed by the Curling Manager

Job Requirements:

- Post-secondary education in Recreation, Leisure Management or related
- Knowledge of Curling and handling several leagues
- Level 1 Ice Makers is an asset
- Excellent interpersonal and communication skills
- Ability to work in a fast paced environment and manage multiple priorities
- Strong computer experience

The successful candidate will join a world class Curling operation. The Club offers competitive salary and benefits and the opportunity to work in a world class environment.

**If you feel that you are the ideal candidate, please forward your resume and cover letter in confidence to:
Graeme McCarrel, Curling Manager, St. Georges Golf and Country Club at:
gmccarrel@stgeorges.org**

While we appreciate your interest, only those candidates considered for the position will be contacted.