



## **BCC, General Manager**

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### **Club Background**

The Barrie Curling Club is seeking a motivated General Manager to join the team on July 1st, 2018. The club is located close to the downtown area of Barrie, which is one of the fastest growing municipalities in all of Canada, and offers excellent opportunities for growth of the club. Current membership is approx. 630 persons for the 2017/2018 season and members range in age from 6 to 90 years. The BCC has seven sheets of ice and banquet facilities are available with a capacity to accommodate up to 180 people.

### **Position Overview**

The General Manager reports to the Club President and the Board of Directors, and is responsible for the day to day operations of the curling club. He/she is also responsible for assisting the Board of Directors in the future development and growth of the club's curling program.

### **Responsibilities of the position include:**

#### **Communication Requirements;**

- attending all Board of Directors, executive and member meetings and accurately recording minutes when required for distribution.
- keeping the Board of Directors informed of activities within the club;
- communicating effectively to establish and maintain a positive working relationship with Club members, the public and event promoters;
- proficient in Microsoft office suite, especially word, excel and power point;
- maintaining and updating of the Club Website;

#### **Financial and Staffing Requirements:**

- assisting in annual budget preparations and, in coordination with the Club Secretary-Treasurer, ensuring financial operating statements are provided monthly to the Board of Directors;
- verifying all expenditures and ensuring that all income is accounted for.
- ensuring all monies are properly deposited in the bank in a timely manner;
- managing and reporting incomes, expenditures and inventories, utilizing Quick Books accounting software in coordination with book keeper;
- overseeing the contractual arrangements with the food/beverage operations;
- recruiting, hiring and training/coaching staff including conducting annual performance reviews;
- planning, organizing, directing and controlling daily club operations within approved budgets;
- coordinating all maintenance and repairs of building, equipment and property, ensuring the physical plant and all building mechanical functions are operating safely, efficiently and cost effectively
- managing contracts with contractors (food services, bar services, ice surface services, snow removal, elevator, heating, ice making equipment, cleaner, etc);

#### **Industry Knowledge Requirements:**

- maintaining knowledge of trends in the curling business, being vigilant in identifying new opportunities for growth and addressing issues that might threaten the success of the BCC;
- ensuring excellent client service is delivered throughout the facility;
- scheduling use of facilities to maximize utilization of ice and club facilities;
- developing marketing and promotional campaigns, and soliciting new advertising from sponsors

- acquiring needed supplies and services, ensuring sufficient supplies for the bar, kitchen and building are on hand as may be required;
- establishing safety, security and emergency preparedness procedures;
- ensuring facility operations are in accordance with local, provincial and federal regulations;
- Seeking out and applying for grants for special projects;

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

## Job Requirements

The successful candidate must have:

- a passion for people and service excellence
- a minimum of 5 years of related experience in a management position
- excellent communication skills
- a basic knowledge of curling and ice facility maintenance
- exceptional guest services and multitasking skills

## Working Conditions

- The club manager has overall accountability for the effective operation of the BCC for the full year,
- The club is seasonal and from October to April runs leagues 6 days per week from Sunday to Friday during the day and in the evenings. The club also runs many Saturday events during the season. During this time the General Manager shall work a minimum of thirty-five (35) hours per week for the period of September 1<sup>st</sup> to April 30<sup>th</sup>.
- The General Manager shall vary his/her hours of work to ensure coverage of members and special event needs outside normal working hours,
- From May 1<sup>st</sup> to August 31<sup>st</sup>, the requirements may be reduced to handle administrative, operational activities and prepare for the next season. A minimum of one day per week (7 hours) should look after these duties. It is preferred that the same day of each week be selected.
- The Club Manager shall ensure that a representative with access privileges of the BCC is present when special events are scheduled.
- The Club Manager has the flexibility to allocate his/her time to meet the requirements of the job

“Applications will be accepted until April 15th, 2018. Please forward your cover letter and resume, along with salary expectations to John Foster, c/o Barrie Curling Club, 175 Essa Road, Barrie, On. L4N 3L2 or via email to [manager@barriecurlingclub.com](mailto:manager@barriecurlingclub.com). Please note that preference will be given to those with previous curling club administrative experience. Only those who will be called in for an interview will be notified.”