



August 2016

Leaside Curling Club, based in Toronto, is an established club with over 950 members. Members and guests enjoy a safe, clean environment with 8 sheets of ice, a licensed lounge and change room facilities. The club is wheelchair accessible.

Leaside Curling Club seeks two part-time Office Assistants for the upcoming season. The Office Assistant would be scheduled for approximately 16-22 hours per week, whenever the club is open including weeknights and weekends. The role is seasonal, starting in mid-September and ending on April 30th each season.

The Office Assistant ensures the efficient of the operation of the office. The Office Assistant will book and oversee rental events at the club in conjunction with the General Manager, including booking of instructors. The Office Assistant manages all aspects of the social media and online presence of Leaside Curling Club including regular updates to our website. Furthermore, the Office Assistant supports the work of the General Manager

Primary Duties and Responsibilities

The Office Assistant performs a wide range of duties including the following:

Provide administrative support to club, members and guests

- Book practice ice, interface with club members, and answer phone and e-mail inquiries
- Maintain a current and accurate calendar of all club events
- Maintain and review the ice schedule with the Senior Ice Manager and General Manager
- Assist in the operation of the club's pro shop

Manage Rentals/Events/Functions:

- Communicate with prospects interested in renting the curling rink/lounge
- Manage logistics involved in renting the curling rink and/or lounge
- Arrange for instructor(s) to support rental groups
- Write up contracts, invoices, receipts and collect payment
- Keep calendar up to date with details
- Make sure the staff has a clear understanding of their roles in upcoming events
- Work with the General Manager to ensure all events run smoothly
- Ensure rentals are properly supervised

Manage the social media presence of Leaside Curling Club:

- Post articles and update information on Leaside website regularly
- Post photos and updates on Facebook and Twitter
- Respond to questions and comments through internet forums and Google reviews
- Effectively manage the social media calendar and ensure timely posts
- Monitor and respond to Tweets and Facebook inquiries
- Update our club website and club calendar to ensure members and guests are informed

Other General Duties:

- Back-fill for the General Manager when he/she is on vacation or absent for other reasons
- Assist in ice maintenance, club housekeeping, cleaning and bartending as needed (Smart Serve Certification required)
- Build and maintain a good rapport with the club's members
- Respond promptly to member inquiries, consulting the General Manager as required
- Maintain the Club's reputation in the local community
- Promote the Club within the curling community

Work Shifts

Office Assistants will be asked to select 3-4 shifts per week. Work shifts will be a minimum of 4 hours in length. Weekday/weeknight shifts will be booked when regularly-scheduled league games are being played. Saturday shifts (number, hours) will be dependent on the activities booked at the club on that day. There will be no shifts scheduled during periods when the club is closed for curling.

Qualifications & Education

High School Diploma

Post-secondary education in business, computers, or office management is an asset

Club Coach or Competition Coach certification or equivalent experience

Knowledge, skills and abilities

Proficiency in the use of computer programs for:

- Microsoft Office
- E-mail
- Internet
- Facebook
- Website Updates

Experience in managing website content, Knowledgeable in Facebook, Twitter and social media

Remuneration

Compensation commensurate with experience and qualifications

Please submit a resume with a cover letter by email in confidence to:

Paivi Liitela

General Manager

Leaside Curling Club

1075 Millwood Road

Toronto, ON M4G 1X6

e-mail: generalmanager@leasidecurling.ca

647-748-CURL (2875)

We thank all applicants for their interest, however, only those applicants that will be interviewed will be contacted.