



Unionville Curling Club

257 Carlton Road, Unionville Ontario, Canada, L8R 2A3 (905) 477-2711

April 5, 2016

Job Posting - Club Manager

The Unionville Curling Club (UCC) is seeking a Club Manager.

Background

The Unionville Curling Club is a member owned not for profit facility located in the City of Markham, ON in the community of Unionville. The club has 4 sheets of curling ice, and is home to approximately 500 members in a variety of sections. The Manager is an employee of UCC and reports to the President of the Board of Directors and is generally responsible for the day to day operations of the Club. We offer a competitive salary, benefits, and a pleasant and supportive work environment.

Key Responsibilities:

- Maintain the Club administration office by managing correspondence, maintaining the club website, responding to member requests, identifying mechanical issues, hiring, training, and managing bartending staff, and addressing other topics as they arise.
- Perform financial duties including but not limited to accounts payables and receivables and preparing monthly financial statements.
- Manage bar operations and be familiar with all LLBO regulations pertinent to the bar of the Club.
- Retain and direct contract services for Club cleaning, garbage and snow removal, and other maintenance requirements. Perform minor maintenance and cleaning when required.
- Manage pro shop operations for member's use.
- Working with the sections, develop ice allocations based on member and section requirements.
- Provide guidance and recommendations to the Board as required and participate in Board meetings.
- Maintain positive member relations and generally provide an environment where members can enjoy curling in a friendly and welcoming atmosphere.

Desired Skills and Attributes:

- Excellent oral and written communication skills
- Previous experience in club or other facility management roles
- Food and beverage experience including “smartserve” accreditation
- Previous accounting and bookkeeping experience. Simply Accounting experience is an asset
- Demonstrated service and member relations excellence
- Effectively manage concurrent tasks and priorities with minimal direction
- Possess good interpersonal skills and a collaborative style
- Good working knowledge of technology including Microsoft Office
- Be familiar with the sport of curling

Start Date – June 1, 2016 (approx.)

Salary – TBD

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

Interested candidates should apply by sending their resume and a cover letter to exec@unionvillecurlingclub.com prior to April 29, 2016. All candidates will be carefully considered but only those selected for an interview will be contacted.