

Club de Curling Ville de Mont-Royal



5 ave Montgomery
Ville de Mont-Royal H3R 2B2
514 733-7153
tmrcurlingclub@gmail.com
Tmrcurlingclub.com

POSITION AVAILABLE: GENERAL MANAGER

Celebrating its 70th anniversary, The Town of Mount Royal Curling Club (TMRCC) is looking for a General Manager. This senior executive reports to the club's Board of Directors.

Salary and terms of employment will be discussed with selected candidates for an interview.

Please submit your resume by August 10, 2022, at infotmrmember@gmail.com

Job Description

The GM (General Manager) of the Town of Mount Royal Curling Club is responsible for the day-to-day operations of the curling club and the implementation of decisions made by the Board of Directors. Self-motivated, the GM will proactively seek to help the organization grow by networking and building lasting and professional relationships with members, other users, and the broader community while aiming to increase annual registrations. The GM's responsibilities include working with a large customer base and a team of skilled employees. The ideal candidate is bilingual, has excellent organizational and communication skills, and can work under pressure and manage staff and club members with diplomacy.

General Manager Responsibilities:

Board Liaison

- The GM reports directly to the President of the Club and, in his/her absence, the Vice President. The GM works closely with the Board to oversee all club activities. These include membership, personnel, marketing, facility management and all other board initiatives. The GM liaises with the Board providing information on the club's status and possible issues.
- The GM reports to the Treasurer for financial activities and works with the administrative coordinator to inform the treasurer of potential or existing financial issues on a timely basis, including cash flow management, supplier payments, etc.

Membership

- Promotes a welcoming environment.
- Builds loyalty between users and the club.
- Provides courteous service and interaction to members and other club users.
- Actively promotes the club to increase membership and rentals.
- Promotes, reserves and organizes events, rentals, banquets, bonspiels, social events and other activities.

Management

Members and users

- Maintains an up-to-date calendar to track leagues, events, maintenance and other club activities.
- Liaises with league coordinators to ensure proper use of ice.
- Liaises with Junior Curling, Seniors Association and Ladies Curling Association.

Staff

- Manages staff in accordance with guidelines outlined by the Board of Directors.
- Trains, supervises and evaluates staff for general maintenance, ice, bar, kitchen and catering.
- Maintains appropriate staffing levels. Hiring and firing are subject to board approval.

Building, Ice and Facilities

- Liaises with Ice and Building Coordinator to assess the condition of ice, equipment and building, coordinates repairs and needs to maintain their proper operation.
- Coordinates catering, ice and other contractors.
- Coordinates suppliers for special events, including instructors for rentals, catering, ice maintenance, and supervision of the facilities.
- Negotiates pricing with suppliers and ensures timely deliveries and payments.
- Ensures that club facilities are clean, organized and functioning well.
- Evaluates and maintains appropriate inventory levels.

Finance and Administration

- Develops monthly and yearly budgets for approval of the Board.
- Maintains appropriate detailed records of membership and rentals.
- Ensures compliance with appropriate statutes, regulations and by-laws.
- Works with the administrative and finance coordinator to present detailed and accurate records of revenues and expenses, assets and liabilities.
- Presents monthly membership and rental reports to the Board and a budget variance analysis.
- Makes weekly bank deposits.
- Approves payroll.
- Reports to the Treasurer monthly or as needed.