



JOB POSTING:

CLUB MANAGER AND ICE TECHNICIAN

POSTING DATE: FEB. 4, 2018

CLUB INFORMATION

Founded in 1905, the **Mayflower Curling Club** is a landmark in Halifax's rich history. The Mayflower, housing six sheets of ice for leagues of all levels, is one of the largest clubs east of Montreal, with over 500 members. The Mayflower has hosted many provincial and national championships and is home to a number of Canadian and World champions.

Our facilities, which can offer ice operations during the summer months, include two lounges, a board room and full-service kitchen operated by a third-party provider.

JOB SUMMARY

The Club Manager and Ice Technician position is critical to the long-term viability and the day-to-day effectiveness of the Mayflower Curling Club. The quality of the Club starts with excellent ice conditions and extends to financial stewardship, staff, contract and volunteer management, event coordination, facility marketing, and providing top-notch customer service to current and prospective members. Reporting to the Board of Directors through the Club President, the Club Manager and Ice Technician is the connector in a dynamic workplace where no two days are the same and expectations are high.

PRIMARY DUTIES

The Ice

- Facilitate day-to-day ice operations, ensuring a high-quality playing surface for all league play, rentals, bonspiels and other functions as required;
- Train, supervise and schedule part-time and volunteers in the ice shed;
- Install the ice annually, including in-ice logos, painting, ice markings, and dividers between sheets, and remove the ice at the end of the season;

Scheduling and Coordination

- Maintain an accurate schedule of activities throughout the year;
- Assist with bonspiel logistics;
- Oversee all Club events;
- Manage the pro shop to ensure ample supplies are available;
- Ensure the kitchen and bar are staffed and functional when required for all Club activities and rentals;
- Monitor kitchen to ensure adherence to contractual commitments;
- Coordinate facility access in terms of keys and fire alarms, ensuring safety and security;
- Through staff, ensure the facility is cleaned and well presented;
- Ensure any affiliations and memberships are in good standing.

Communications and Marketing

- Identify advertising and sponsorship opportunities;
- Promote new memberships and the Club brand at every opportunity;
- Market the lounge and ice shed for rentals twelve months of the year;
- Ensure all communications are responded to within 24 hours during the regular curling season and 48 hours during the off season;
- Support the maintenance of the Club website and social media, ensuring an accurate membership list and updated communications.

Accounting/Finance

- Provide financial reports as required by the Treasurer, including updates on revenue and expenditures in relation to budgets;
- Support the Treasurer to develop an annual operating and capital budget;
- Accept entry fees for bonspiels, memberships, locker fees and all other fees as required for club operations
- Ensure safekeeping and maintenance of all electronic, paper records and cash;
- Provide direction and support to the bookkeeper, ensuring payables and receivables are tracked and addressed in a timely manner;
- Ensure the bar inventory and cash is accurately managed and controlled.

Employee and Volunteer Supervision

- Oversee the hiring of support staff;
- Provide appropriate support and guidance to staff;
- Ensure that the workplace is safe and compliant with all applicable employment standards;
- Manage payroll.

WHAT WE'RE LOOKING FOR

- Exceptional interpersonal skills in dealing with other team members, the public, members and guests;
- Responsive and membership focused;
- Superior communication skills – both written and verbal;
- Decisive, must have the ability to recognize, analyze and solve problems;
- Tactful and effective managerial skills;
- Able to work with minimal supervision;
- Able to manage multiple demands--strong organizational and time management skills;
- An understanding of the importance of superior ice conditions and what is required to maintain them;
- Creative and entrepreneurial in relation to generating revenue;
- A solid working knowledge of refrigeration, alarm, filtration and dehumidification systems;
- Proficient in using applicable software

QUALIFICATIONS

The successful candidate will have at least five years of experience in managing a curling club or a similar operation; five years of experience in ice making; or five years of the two combined. A Level I Ice Technician Certificate is required or equivalent experience.

WHAT YOU NEED TO KNOW

- This is a full-time, year-long role that requires extra hours during the playing season, with fewer demands in off-season.
- There is professional discretion on working hours, but some evening, weekend and holiday hours are required for Board meetings, events and interaction with members.
- The application deadline is 4:00 pm on Friday, February 23, 2018.
- Successful Criminal record, Child Abuse Registry and credit checks will be a condition of employment.
- Compensation will be commensurate with experience and qualifications.

TO APPLY

Please email your resume and salary expectations, prior to the deadline, to:

Alan Shepherd

President, Mayflower Curling Club at MayflowerMgrSearch@gmail.com

We thank all applicants for their interest. Please note that all submissions will be considered; however only those selected for an interview will be contacted.