



Job Posting: Curling Services Manager -Seasonal

Organization: Chilliwack Curling Club

Location: Chilliwack, BC

Position Type: Seasonal (mid August – mid April), Full-Time

Start Date: TBD – August 2025

Reports to: Operations Management and Board of Directors

Application Deadline: May 16th, 2025

About the Club:

The Chilliwack Curling Club is a vibrant, inclusive, and competitive curling hub in the Fraser Valley. We are committed to creating an outstanding curling experience for all players—from beginners to high-performance athletes. As a nonprofit community organization, we pride ourselves on fostering connection, development, and passion for the sport.

Position Summary:

The Curling Services Manager is responsible for the day-to-day operations and administration of curling programs, leagues, and services at the Chilliwack Curling Club. This is a seasonal, full-time position (August through April) focused solely on curling operations.

The Curling Services Manager works under the direction of Operations Management, and collaborates with the Food Services Manager and Events Manager to ensure the smooth scheduling and execution of bonspiels, tournaments, and other curling-related events that require shared space, staffing, and coordination.

Key Responsibilities:

Curling Operations Management:

- Plan, coordinate, and oversee all club leagues: evening, daytime, stick, doubles, juniors, and drop-in play with invested staff and committees.
- Create and maintain league schedules, standings, and playoff formats
- Collaborate with the Ice Technician to manage ice availability for leagues, bonspiels, and special events

Member & League Communication:



- Serve as the first point of contact for all curling-related inquiries from members and league representatives
- Distribute scheduling updates, registration information, results, and program notices via newsletters, website, and club communications
- Foster positive relationships with league reps, new members, and guests

Program Development & Improvement:

- Develop, improve, and expand curling programs to meet the evolving needs of club members and attract new curlers
- Support delivery of learn-to-curl, juniors, and new curler development programs
- Collaborate with coaches, volunteers, and Curl BC to deliver high-quality programming.
- Promote and support coaching development, clinics, and grassroots growth opportunities

Administration & Reporting:

- Maintain league and program registration systems
- Provide regular updates and reporting to Operations Management.
- Contribute data and insights to support grant applications, operational reviews, and strategic planning

Standards & Alignment:

- Ensure programming adheres to SportSafe and Safe Sport practices
- Stay current with Curl BC and Curling Canada standards and development frameworks
- Represent the club professionally in all communications and partnerships

Qualifications:

- Experience managing leagues or recreational sport programming (curling club or related setting preferred)
- Strong knowledge of curling operations, rules, and league formats
- Strong interpersonal and communication skills; confident working with members, teams, and the public
- Tech-savvy or comfortable using scheduling, communication, and reporting tools
- Experience in another curling club is strongly preferred

Compensation:

- **Salary Range:** \$46,000 to \$54,000, subject to qualifications and experience. The position also includes opportunities for additional earnings based on performance incentives, such as achieving sponsorship goals, increasing participation in curling



leagues, and enhancing overall club engagement.

- Opportunity to work in a state-of-the-art curling facility with an active and supportive curling community
- Seasonal role (August to April) with potential for renewal based on performance and club needs

How to Apply:

Submit your resume and a brief cover letter to:

recruitment@curlchilliwack.org

Subject: Curling Services Manager Application – [Your Name]

Only candidates selected for interview will be contacted.

Join Us!

Help lead the curling operations of one of BC's top facilities while supporting a fun, competitive, and inclusive community. If you're passionate about curling and love organizing great league experiences, we'd love to hear from you.