

## **Job Posting: Club Manager – Winfield Curling Club**

**Location:** Winfield, British Columbia

**Position Type:** Seasonal Contract (Curling Season)

**Application Deadline:** Until Filled

**Start Date:** January 1<sup>st</sup>, 2026

The **Winfield Curling Club** is seeking a dedicated and dynamic **Club Manager** to lead and oversee the day-to-day operations of our facility and staff during the upcoming curling season. Reporting to the President and Board of Directors, the Club Manager is responsible for creating a welcoming and organized environment for members, staff, and guests, while promoting the sport of curling within our community.

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### **Key Responsibilities:**

#### **Operational Leadership**

- Serve as the chief operating officer of the Club, overseeing all daily activities.
- Act as an ambassador for the club and the sport of curling within the local community.
- Collaborate closely with the Ice Technician and Bar Supervisor to ensure smooth operations.

#### **Staff & Volunteer Supervision**

- Oversee and coordinate duties of club staff.
- Recommend staff hiring and terminations to the Board.
- Record and report staff hours, manage payroll submissions.

#### **Office & Administrative Duties**

- Respond to phone calls, emails, and walk-in inquiries.
- Schedule league play, rentals, and special events.
- Maintain club records, including those for grant applications.
- Prepare monthly reports and attend Board meetings.

### **Financial Management**

- Work with the Treasurer to manage accounts payable/receivable.
- Handle daily banking, deposits, and revenue tracking.
- Assist in budget preparation and expense control.

### **Curling Promotion & Program Delivery**

- Promote curling to prospective and current members.
- Deliver a 6-week Adult Learn-to-Curl program and weekly Junior Curling sessions.
- Coordinate bonspiels and assist with external competition communication.

### **Lounge & Bar Oversight**

- Ensure compliance with BC liquor regulations.
- Oversee bar staffing, inventory, and cleanliness.
- Perform bartending duties when needed.

### **Facility Maintenance**

- Maintain overall cleanliness and functionality of the facility.
- Conduct inventories and minor repairs (up to \$300 without Board approval).

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### **Qualifications:**

- Strong organizational and leadership skills.
  - Excellent interpersonal and communication abilities.
  - Proficiency with basic financial tasks and office management.
  - Experience in staff or volunteer coordination.
  - Ability to work flexible hours, including evenings and weekends.
  - Serve-it-Right certification (or willingness to obtain).
  - A passion for curling is a strong asset; curling experience is preferred but not required.
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**Compensation:**

A seasonal employment contract running will be offered, the first season will run from January 1<sup>st</sup> until April 15<sup>th</sup>. Subsequent years will be September 15th through April 15th. The contract will outline salary, benefits, and terms of employment.

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**How to Apply:**

Please submit your **resume** and a **cover letter** outlining your interest and relevant experience to: [gohughes@outlook.com](mailto:gohughes@outlook.com)

For more information about our club, visit: [Winfield Curling Club](#)

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Bring your leadership skills to the heart of our curling community—**apply today and help us deliver a fantastic season at the Winfield Curling Club!**