



Home to over 600 members, the North Bay Curling and Athletic Corporation (NBCAC) is a progressive non-profit organization dedicated to growing the sports of Curling and Tennis through superior customer service, engaging events, skill-appropriate leagues, and high-quality instructional programs.

We have been a staple of our community since 1950 and are recognized globally for having hosted an attendance-breaking Ford World Women's Curling Championship in March 2018; a finalist for the Canadian Sport Event of the Year award. We once again set an attendance-breaking record when we hosted the Pinty's Grand Slam of Curling in 2019. Our next large event is scheduled for October 2022 where we will again play host to the Pinty's Grand Slam of Curling. In addition, we recently expanded our summer programming to include Pickleball, and are excited about the future of racket sports in North Bay.

To learn more about us, please visit www.northbaygraniteclub.com

JOB TITLE: General Manager

We are very excited to be recruiting a **GENERAL MANAGER** to add to our dynamic team of personnel. This full-time position will report to the Board of Directors, and will be responsible for all annual and day-to-day operations and all business activities at the North Bay Curling and Athletic Corporation.

START DATE: June 2022

LOCATION: North Bay Granite Club, North Bay, Ontario

ANNUAL SALARY: \$45,000-55,000 (Full-Time)

QUALIFICATIONS

- Excellent time management skills with ability to perform well under pressure.
- Strong organizational, planning, and problem-solving skills.
- Exceptional ability to delegate and assign tasks to staff members.
- Excellent oral and written communication skills.
- Experience in creating a positive and inclusive work environment.
- Strong work ethic that values responsibility, accountability and reliability.
- Flexibility to work evenings, weekends and holidays per programming needs.
- Self-motivated with the desire to create a welcoming and efficient club atmosphere.
- Knowledge and experience working with diverse populations.
- Excellent customer service skills that exhibits a friendly and personable approach.
- Management experience working with non-profit sport organizations preferred.
- Experience in office management/bookkeeping, contracts/licensing, and grant writing considered an asset.

QUALIFICATIONS continued

- Knowledge of not-for-profit industry and governance considered an asset.
- A post-secondary education in business or a related field considered an asset.
- First Aid/CPR are an asset.

RESPONSIBILITIES

Staff Supervision

- Direct supervisor for the Sports Coordinator, Regional Curling Professional, Tennis Professional, and Custodian, as well as possible Co-Op students and volunteers (ice staff not included).
- Maintain regular communication with all staff members.
- Create and maintain custodial services schedule.

Office Management

- Manage financials of the Corporation, and supply monthly reports to the Board of Directors or when required.
- Bookkeeping using Sage 50 including accounts receivable, payment processing, invoicing, accounts payable, timesheets/payroll and inventory.
- Record keeping and filing both on paper and within OneDrive.
- Junior billing for BINGO – 50/50 reimbursement.
- Audit preparation and communication.
- Manage and procure contracts and licenses (e.g., insurance, internet, snow removal).
- Answer phones and emails.

Curling/Tennis Membership Related

- Maintain membership database and online registration system (Curling IO).
- Prepare for Tennis/Curling season including but not limited to facility programs and leagues in collaboration with Sports Coordinator.
- Create annual calendar of events for approval by the Board of Directors.
- Correspond with NBCAC membership and potential members.
- Assign lockers and maintain records.
- Host competitive events/provincial playdowns in conjunction with Sports Coordinator.

Bar Management

- Maintain liquor license and apply for special occasion permits as needed.
- Maintain bar calendar and ensure coverage for all events with bartenders.
- Place orders (including pick up as required), invoices, inventory and maintain float.
- Ensure smart serve for bartenders.

Facilities

- General organization of building.
- Obtain quotes/upgrades for small projects (shared with Sports Coordinator).
- Maintain health inspection and fire safety standards of kitchen/facility.
- Assign/track club keys, club security code access, club laptop and tablets.
- Sponsorship/Advertising agreements and billing in conjunction with Sports Coordinator.
- Manage "Curling Stadium" camera system in conjunction with Sports Coordinator.
- Facility rentals – contracts, scheduling, customer inquiries, lounge setup, entry to building etc. (shared with Sports Coordinator).

Other Duties

- Seek out and write grant proposals as approved by the Board of Directors.
- Develop business strategies and plans that align with the short and long-term objectives of the organization.
- Communicate closely with neighbouring curling and tennis facilities to nurture a culture of collaboration.
- Other duties as assigned by the Board of Directors.

Interested candidates are asked to email a cover letter and resume by: **4pm on June 3, 2022** to **mdaley765@gmail.com**

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Successful applicants will be subject to pre-employment screening and background checks.

The North Bay Curling and Athletic Corporation is an inclusive employer and will provide accommodation in accordance with the Ontario Human Rights Code.