

We are very excited to be recruiting an **INTERIM 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.

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

START DATE: June 2023 **END DATE:** June 2024

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 exhibit 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.
- 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, Marketing and Events Coordinator, Curling Professional, Tennis Professional, Pickleball 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 Google Drive.
- 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/Pickleball Membership Related

- Maintain membership database and online registration system (Curling IO).
- Prepare for Tennis/Pickleball/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 (shared with Marketing and Events Coordinator).
- Correspond with NBCAC membership and potential members.
- Assign lockers and maintain records.
Host competitive events/provincial playdowns in conjunction with Sports Coordinator and Marketing and Events Coordinator.

Bar Management

- Maintain liquor license and apply for special occasion permits as needed.
- Provide guidance and support to Marketing and Events Coordinator in the following areas: placing orders (including pick up as required), managing invoices and inventory, maintaining a float, creating bar calendar, scheduling coverage for all events with bartenders, and ensuring current Smart Serve Ont certificate for all 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 and Marketing and Events 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 to:

office@northbaycurling.com

Applications will begin to be reviewed on: **May 17, 2023**, and prospective applicants are encouraged to submit their resume as soon as possible. The position will be open until filled. 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.

ABOUT US: Home to over 600 members, the North Bay Granite Club 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 many large scale curling events including: an attendance-breaking Ford World Women's Curling Championship in March 2018, and the Pinty's Grand Slam of Curling in 2019 and 2022. We pride ourselves as being a community centre capable of hosting all sizes of gatherings, celebrations, performances and outside events in our hall or arena spaces.