



JOB POSTING: General Manager (Facilities & Curling Operations)

Location: Chilliwack Curling Club – Chilliwack, BC

Position Type: Full-Time, Seasonal (8-Month Primary Season + Off-Season Hourly)

About the Role

The Chilliwack Curling Club is seeking a dynamic and highly organized **General Manager** to lead our facility into its next phase of growth. This dual-impact role oversees both the technical management of our facility and the vibrant curling programs that define our community. You will be the primary liaison between the Board of Directors, staff, and our valued members.

Key Responsibilities

1. Facility & Operations Management

- **Facility Oversight:** Manage all aspects of facility operations, maintenance, and ice-time scheduling.
- **Systems Leadership:** Lead IT and systems modernization, including facility bookings, POS, inventory, and payroll.
- **Compliance:** Ensure the club meets all safety, insurance, liquor, and business licensing regulations.
- **Staff Leadership:** Recruit, train, and supervise staff while fostering a positive, inclusive workplace culture.

2. Curling Services & Programming

- **League & Event Coordination:** Manage registration, payment collection, and ice scheduling for leagues and bonspiels.
- **Member Experience:** Act as the primary point of contact for members and promote recruitment/retention strategies.
- **Pro Shop & Retail:** Maintain the club's pro shop, including inventory management, pricing, and ordering.

3. Business Development & Finance

- **Financial Oversight:** Assist the Board with budgeting, track revenues/expenses, and provide regular financial reports.
- **Revenue Growth:** Identify and pursue opportunities for sponsorships, advertising, grants, and dry-floor rentals.
- **Marketing:** Oversee the club's social media presence and promote events and rental opportunities to the wider community.

What You Bring

- **Experience:** 2–3 years of management experience in recreation, sport, or hospitality.
- **Technical Skills:** Proficiency with digital platforms (POS, Google Workspace, and online booking systems).
- **Communication:** Exceptional verbal and written communication skills with the ability to remain calm in a fast-paced environment.
- **Availability:** Flexible schedule, including evenings and weekends throughout the curling season.

Compensation & Benefits

- **Seasonal Salary (8 Months): \$62,000 – \$72,000** (Based on experience).
- **Off-Season Rate: \$35.00/hour** for authorized work as needed.
- **Health & Wellness:** \$2,000 annual Spending Account.
- **Incentives:** Potential for performance-based bonuses related to revenue growth and sponsorship.

To Apply

Submit your resume and a short cover letter to recruitment@curlchilliwack.org.

Subject: General Manager Application – [Your Name]

This position is open until filled.