



JOB POSTING

Curling Services Manager (Full-Time, Seasonal – Approx. 8 Months)

Compensation: \$45,000 – \$50,000 Season
Chilliwack Curling Club – Chilliwack, BC

Are you passionate about curling and community? The **Chilliwack Curling Club** is seeking a **Curling Services Manager** to lead the programming, member services, and day-to-day curling operations during our busy season.

This is a full-time **seasonal role (approx. 9 months)**, ideal for someone who's highly organized, thrives in a fast-paced environment, and loves building relationships with curlers of all levels. You'll oversee league and event scheduling, manage registrations, support volunteers, and help CCC continue to grow as an inclusive and thriving curling community.

What You'll Do:

- Manage curling registration, payment collection, and customer communications.
- Coordinate ice time for leagues, bonspiels, rentals, and practices using CheckFront.
- Work closely with the Ice & Facilities Manager to align calendars and priorities.
- Support volunteer committees including League Reps and Curler Recruitment.
- Maintain the club's pro shop (inventory, pricing, ordering) and POS system.
- Lead transition to a modern POS and booking platform.
- Oversee the Club Bucks loyalty program and complete Curl BC & Curling Canada reports.
- Promote and support new curler programs and inclusive participation pathways.
- Provide friendly, professional service by phone, email, and in person.
- Assist with club event coordination in collaboration with league reps and the kitchen team.

What You Bring:

- Experience in curling operations, community programming, or hospitality.
- Strong organizational and time management skills.

- Excellent written and verbal communication abilities.
 - Comfort using digital platforms (POS, online booking, spreadsheets, Google Workspace).
 - Experience working with volunteers or in a community-based organization.
 - Ability to multitask and remain calm and professional during busy seasons.
 - Familiarity with Curl BC/Curling Canada programs and club-level reporting is an asset.
 - Availability to work evenings and weekends throughout the curling season.
-

Why Join Us?

The Chilliwack Curling Club is one of BC's most active curling facilities — a vibrant hub of sport, community, and hospitality. As Curling GM, you'll play a key role in shaping member experiences and supporting the growth of curling across all ages and skill levels. You'll work with a great team, passionate volunteers, and a club culture that values inclusion, fun, and excellence.

To Apply:

Submit your resume, short cover letter and any relevant certifications to:
recruitment@curlchilliwack.org

Subject: Curling Services Manager Application – [Your Name]

This position is open until it is filled. We thank all applicants for their interest, but only those selected for an interview will be contacted.