

The Highland Curling Club has an immediate opening for a fulltime General Manager. The Highland is a local co-operative, 6-sheet curling facility with a full service lounge and kitchen facility, located in Regina, Saskatchewan.

Reporting to the Board of Directors, this position is an active team leader working collaboratively with other team members and third party vendors responsible for club, lounge and ice operations, facility maintenance, finance and administration, sales and marketing and event management.

Key responsibilities include:

- Oversee, schedule and liaise with the various leagues operating within the Club and seek initiatives to grow Club membership and participation;
- Recruit, train & supervise staff and outside vendors required to carry out the objectives and strategic plan of the Club;
- Provide financial management oversight, including development of the annual budget and monthly financial statements, reporting on variances to the Board;
- Execute the budget, monitoring revenues and expenses and adhering to the annual work plan;
- Build a strong sense of community within the Club, while seeking non-traditional sources of revenue and activities to support the Club during the off-season;
- Ensure Club facilities, equipment and assets are adequately maintained and develop a long-range capital plan;
- Develop partnerships with curling and community organizations and stakeholders, including the general public, promoting the Club and attracting events, both during and outside of the curling season;
- Lead marketing and sponsorship activities, including social media and fundraising initiatives.

What you will bring to the job:

- A minimum of 2 years' relevant management experience, including human resources, ideally with a knowledge of sports management and/or curling;
- Experience and knowledge of financial management, budget and forecast processes would be an asset;
- Demonstrated management and problem-solving skills in dealing with internal and external stakeholders;
- Ability to develop/follow club policy and processes;
- Leadership strengths that promote employee engagement, inclusion and foster an innovative and collaborative environment;
- Excellent customer service skills with the ability to build strong and lasting relationships;
- Superior written and oral communication skills and computer literacy;
- The ability to work independently with minimal supervision;
- Strong organization and efficiency skills, with a keen eye for detail;
- Effective handling of multiple priorities, recognizing and addressing important and time-sensitive tasks and matters; and
- Ability to work some evenings and weekends.

What you will receive:

- Salary that will commensurate with qualifications and experience;
- Flexible work hours;
- Paid vacation time; and
- Encouragement of ongoing learning and training opportunities.

If you feel you are the person we are looking for in this position, please apply with your resume, including salary expectations and availability, to the attention of President, Highland Curling Club, via email at highlandcurlingclub@accesscomm.ca.