

## **General Manager**












### **Williams Lake Curling Club – Williams Lake, B.C.**

Full-Time | A competitive salary will be offered, commensurate with experience.

#### **About the Club**

The Williams Lake Curling Club is not-for-profit organization dedicated to promoting curling for individuals of all ages and skill levels, offering a variety of curling leagues for everyone to enjoy, and a unique space for hosting memorable events. The club is currently looking for a General Manager to oversee its operations.

#### **Key Responsibilities:**

-  Developing, coordinating, and managing curling leagues, bonspiels, clinics, and special events.
-  Collaborating with various Curling Committees to establish strategic goals and enhance member engagement.
-  Coordinating ice usage and scheduling with the Ice Technician to maximize member participation and enjoyment.
-  Providing support and supervision to league convenors, volunteers, and event organizers.
-  Oversee digital platforms such as the website, newsletters, and social media. Prepare and distribute club communications.
-  Managing budgeting, finances, and grant applications, including financial reporting.
-  Serving as the primary liaison between curling club members, the Board of Directors, and the broader community.
-  Promoting a safe, welcoming, and inclusive environment for all participants.
-  Marketing & Promotions: Actively market curling events and coordinate rentals of our 150-seat banquet facility and arena during the off-season. Building partnerships with local schools, businesses, and organizations.
-  Marketing & Promotions: Organise marketing efforts for curling events and oversee rentals of the 150-seat banquet facility and arena during the off-season. Establish connections with local schools, businesses, and organisations.
-  Facility Maintenance: Arrange repairs and upkeep as needed.

**Qualifications:**

- 🇨🇦 Strong leadership, organizational, and administrative skills.
- 🇨🇦 Strong interpersonal skills; collaborates well with people of all ages and abilities. Excellent written and verbal communication.
- 🇨🇦 Experience working both independently and in team environments.
- 🇨🇦 Proficiency with Microsoft Office, Microsoft Excell and scheduling/communication platforms. Knowledge of QuickBooks and general bookkeeping practices.
- 🇨🇦 Previous experience within a private club, recreational facility, or hospitality environment is an asset.
- 🇨🇦 Aptitude to learn curling software for management of leagues and events.
- 🇨🇦 Ability to possess a criminal record check - [Police Information Check \(PIC\)](#).

**Ready to Lead?****To Apply:**

Please send your resume and cover letter to the attention of “General Manager Position” at [wlcc@shaw.ca](mailto:wlcc@shaw.ca)

**Application deadline: September 30th, 2025, or until filled**

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

