



GENERAL MANAGER;

COLDWATER & DISTRICT CURLING CLUB

ABOUT US

The Coldwater & District Curling Club, with 4 sheets, more than 240 members and 12+ leagues for curlers of all ages and abilities, is in the beautiful village of Coldwater Ontario. We are seeking our next General Manager to lead the club, starting in the spring of 2026.

The General Manager of the Coldwater & District Curling Club is responsible for the day-to-day operation of the club, providing high-quality service to members and visitors, and ensuring the success and sustainability of the club's programming and facilities.

The club is a not-for-profit enterprise run by a volunteer board of directors with many functions and activities carried out by member volunteers. The general manager is the only administrative employee of the club and, therefore, is the face of the club to our members and stakeholders. The successful candidate will be experienced in hospitality services, member communications, recreation and facilities management. A knowledge of and/or background in curling is an asset.

KEY RESPONSIBILITIES

- Liaise with board of directors, club coordinators, volunteers, and external partners.
- Communicate with members throughout the year via newsletters, and other media
- Read and respond to inquiries received via club e-mail, regular mail and/or telephone
- Manage the club pro shop including sales, stocking supplies and managing inventory
- Manage the curling club lounge including a full bar, booking of rentals, working with volunteers and maintaining a small kitchen
- Oversight and contract management for facility maintenance including cleaning services
- Tracking and coordination of member registrations
- Some financial administration such as bank deposits and reconciliations (in collaboration with the Club treasurer)
- Respond to questions from the public about club events and services, in person, on the phone and/or electronic communications (e.g. email and social media)
- Manage Club calendar to schedule rentals, events, bonspiels

REQUIRED QUALIFICATIONS AND SKILLS

- Experience with not-for-profit organizations
- Must have strong interpersonal skills and demonstrated written communication skills.
- Knowledge and experience with the bar operations
- Experience working with a large number of volunteers
- Knowledge of curling, and facility management

- Preferred certifications: Smart Serve, Standard First Aid, CPR Level C with AED, Food handlers certification

WORKING CONDITIONS

- On-site at 9 Michael Anne Drive, Coldwater, Ontario (office space included)
- Year-round position. Working hours are somewhat flexible and generally consist of 30 to 40 hours per week during the curling season (September to April may include some evenings and weekends) with reduced hours in the summer and off-season.
- Reports to the Board of Directors including attendance at monthly evening board meetings.
- Salary range: \$36,000 – \$42,000 per annum, commensurate with qualifications and experience.

HOW TO APPLY

Applicants should send a cover letter addressed to ***the selection panel*** and a personal CV/resumé by email to info@coldwatercurlingclub.com no later than April 3, 2026.

While we thank all applicants for their interest, only those selected for interviews will be contacted. All applicants are advised that accommodations for disability will be provided upon request.