

The Granite Club is looking for an eight-month Contract Associate Curling Professional supports the Curling Manager with the administration, coordination, and instruction of all curling programs offered to Granite Club Members. This role ensures the highest standards of excellence, safety, communication, and member service while contributing to program development, event execution, and daily Curling Section operations.

What's in it For You?

- Collaborative & Engaging Work Environment: Join a culture that values innovation, teamwork, and continuous improvement.
- Exclusive Perks: Enjoy discounted memberships at GoodLife Fitness, as well as preferred rates on auto and home insurance.
- Vibrant Employee Events: Participate in a variety of inclusive and exciting events that celebrate our culture.
- On-Site Culinary Experience: Access to healthy, delicious meals daily at our Employee Cafeteria.
- Convenient Indoor Parking: Complimentary indoor parking to make your commute easier.

Primary Responsibilities

Facility Safety & Member Experience

- Ensure a safe and welcoming curling environment for Members, Staff, and Guests.
- Monitor and communicate House Rules.
- Maintain strong working relationships with Members, colleagues, and the Facilities Team.
- Assist and participate in section social functions and bonspiels as required.

Program Delivery & Instruction

- Deliver high-quality curling instruction on and off the ice for Learn to Curl, Junior Programs, leagues, clinics, corporate rentals, and private lessons.
- Apply Long-Term Athlete Development (LTAD) principles in all coaching.

- Stay current with PSO/NSO (OCA/Curling Canada) standards and coaching best practices.
- Act as lead instructor for the Learn to Curl program.
- Lead weekly training sessions and develop instructional video content.
- Maintain NCCP certification (minimum Competition Coach), Safe Sport, and Rowan's Law training.

Program Development & Event Execution

- Assist the Curling Manager with designing, planning, and delivering leagues, programs, clinics, and special events.
- Coordinate all aspects of league play, draws, bonspiels, and competitions.
- Recruit, train, schedule, and support instructional staff and contractors.
- Assist with event setup, in-event troubleshooting, and teardown.
- Research, source, and implement new training tools, technologies, and equipment.

Administration & Technology

- Maintain efficient administrative systems, including membership records, registration data, billing, sponsorship information, and program documentation.
- Ensure accurate and timely billing and liaise with the Club's administrative office.
- Manage member registrations and curling-related software and databases.
- Utilize Microsoft Office and Curling Club Manager.
- Manage schedules, bookings, and calendars.
- Assist with setup and light maintenance of curling lounge spaces.
- Maintain up-to-date program and website content.

Communication & Engagement

- Support the promotion of programs and events with the Communications Team.
- Respond promptly and professionally to Member inquiries.
- Encourage Member engagement with the Club's website and app.

- Liaise with the Curling Committee Convener, Directors Liaison, and committee members.
- Attend applicable Committee meetings and provide updates and reporting

Required Qualifications

- Tennis Canada Club Professional 2 Certification (minimum)
- Proven administrative, planning, and communication strengths
- Experience in tennis instruction and event coordination
- CPR / First Aid certification (current)
- Strong public relations and interpersonal skills
- Basic marketing proficiency
- Detail-oriented, organized, and adaptable to a dynamic environment
- Availability for evenings, weekends, and tournament events

Compensation

This role is commission-eligible, with total compensation expected to range from \$23,000 to \$35,000.

About the Granite Club

The Granite philosophy of uncompromising quality is showcased in its state-of-the-art athletic facilities, world-class events and programs for all ages, delectable dining experiences and personalized services, each tailored to suit the varied needs and desires of its diverse and sophisticated Membership.

The Granite Club is Canada's premier private Members' family, athletic, recreation and social club. Located in north Toronto, we offer our 12,000 Members the highest standard of facilities, programs and services.

We strive to recruit enthusiastic, dedicated individuals with a passion for providing exceptional service. We'll reward all your hard work with a competitive salary and extensive benefits.

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

As part of Granite Club policy, a condition of employment is to perform a criminal background check and a vulnerable sector search demonstrating a satisfactory criminal record prior to commencing employment.

The Granite Club is committed to providing fair and accessible employment practices. If selected for an interview, we will be happy to work with you to ensure your interview is accessible and accommodation is provided based on the information you provide to the Granite Club Recruiter.

We thank you in advance for your interest in our opportunity!