

## **CURLING MANAGER / HEAD ICE TECHNICIAN**

### **Ottawa Hunt and Golf Club**

The Ottawa Hunt and Golf Club is seeking a passionate, knowledgeable, and highly motivated Curling Manager to lead all aspects of our curling program and operations.

The Curling Manager is responsible for the overall management and delivery of the Club's curling program, including member experience, league and event programming, instruction, volunteer coordination, and curling ice operations. This is a hands-on leadership position requiring a strong presence with members and staff throughout the curling season.

The successful candidate will serve as the primary liaison between curling members, the Curling Committee, and Club Management and will be an advocate for the continued growth and success of curling at the Ottawa Hunt and Golf Club.

The Curling Manager will also be responsible for maintaining high-quality playing conditions and overseeing the installation, day-to-day maintenance, and removal of the curling ice.

### **KEY RESPONSIBILITIES**

#### **Curling Operations & Member Experience**

- Provide overall leadership and day-to-day management of the Club's curling program.
- Serve as the primary liaison between curling members, the Curling Committee, and Club Management. Attend Curling Committee meetings and provide operational guidance and recommendations.
- Build strong relationships with members and guests and help create a welcoming, inclusive, and engaging curling environment.

#### **League & Program Management**

- Provide guidance and support to league convenors, including team balancing, scheduling, player placement, and dispute resolution.
- Oversee league draws, playoff schedules, and other curling-related scheduling.
- Develop and maintain the annual curling calendar, including leagues, bonspiels, clinics, tournaments, and special events.
- Recruit, coordinate, schedule, train, and recognize curling volunteers.

#### **Instruction & Development**

- Develop and deliver instructional programs for curlers of varying skill levels including learn-to-curl program.
- Identify opportunities to attract new participants and grow curling participation at the Club.

## **Ice Operations & Facility Management**

- Lead and participate in the installation of the curling ice at the beginning of each season.
- Maintain high-quality and consistent playing conditions throughout the curling season.
- Perform and oversee day-to-day ice maintenance, including pebbling, scraping, sweeping, nipping, and other required ice-making procedures.
- Coordinate and participate in the removal of the curling ice and storage of rocks, signage, and equipment at the end of the season.
- Ensure curling equipment and machinery are properly maintained and recommend repairs, replacements, and capital requirements when necessary, including the refrigeration system.
- Work closely with the Club's Facilities and Operations teams regarding the curling rink and refrigeration systems.

## **Administration & Business Development**

- Assist with the preparation and management of the annual curling operating budget.
- Monitor curling-related revenues and expenses and identify opportunities to improve the financial performance of the program.
- Develop and manage curling sponsorship opportunities, including ice branding and event partnerships.

## **Skill Set**

- Strong knowledge and understanding of the sport of curling and curling club operations.
- Previous experience in curling programming, club management, ice making, or a related role is preferred.
- Curling Ice Technician Certification.
- Experience with curling ice installation and maintenance.
- Strong leadership, organizational, and problem-solving skills.
- Excellent interpersonal and communication skills with a demonstrated ability to work effectively with members, volunteers, committees, and staff.
- A professional, approachable, service-oriented leadership style.
- Experience developing programs, leagues, events, or instructional initiatives.
- Availability to work a flexible schedule, including days, evenings, weekends, and holidays as required during the curling season.

We offer a competitive compensation package based on experience and qualifications. In addition to compensation, the club offers RRSP contribution, travel and education allowance, staff privileges including golf, meal program

If you are interested in joining our team and be part of a great organisation, please submit your application by December 1, 2026.

**Expected Start Date: Spring 2027 (flexible)**

**Submit your application to:**

Marc Peterson, GM/COO

Ottawa Hunt & Golf Club

[mpeterson@ottawahuntclub.org](mailto:mpeterson@ottawahuntclub.org)