

Club Manager

Parksville Curling Club · Parksville, BC

Position Type: Year-round contract, approximately 30 hours per week, with seasonal variation.

Compensation: \$34,000-\$36,000 annually, paid monthly, including statutory holidays and 15 days of paid vacation. Additional performance bonus incentives may be available.

About the Role

The Parksville Curling Club is seeking an organized, community-minded Club Manager to oversee the daily operations and year-round programming of the curling club. Reporting to the Board President and accountable to the Board of Directors, the Club Manager serves as the primary point of contact for members, guests, community partners, local organizations, and the broader Oceanside region. The Club Manager ensures the club operates smoothly, safely, and sustainably while fostering a positive, inclusive environment for members, guests and community partners. This role is ideal for someone who enjoys working with people, coordinating volunteers, managing facilities and supporting community recreation.

Key Responsibilities

- Oversee daily club operations, facility use, building security, cleanliness, maintenance coordination, and seasonal ice transitions.
- Responsible for public inquiries, event bookings, facility rentals, and accurate administrative records.
- Support member services, registration, and locker rentals during curling season.
- Support Board members with Learn to Curl programming, member outreach, volunteer support, staff onboarding, bar and concession support, and club events.
- Build partnerships with local organizations, schools, recreation groups and businesses to expand community use of facility.
- Grow club revenue through sponsorship renewals, advertising, facility rentals, corporate events, and community programming during the curling season. Pursue off-season revenue growth through rentals of the dry floor, kitchen, bar and lounges for events and sports programs.
- Perform basic bookkeeping duties, including preparing bank deposits, issuing invoices, organizing vendor payments and tracking revenue from sponsorships, rentals and advertising.
- Prepare monthly financial summaries, forecasts and annual budget drafts for Treasurer and Board review.
- Prepare monthly Manager's Reports, attend Board meetings, and implement Board-directed projects and strategic initiatives.
- Promote the club through newsletters, social media, media outreach, marketing materials, community events, and local partnerships.
- Represent the club at local events and strengthen its presence in the Oceanside region.
- Ensure compliance with applicable BC regulations, including health, liquor, gaming, Technical Safety BC, and WorkSafe BC requirements.

Ideal Candidate

- Strong organizational, communication, and customer-service skills.
- Experience in managing facilities, events, volunteers, staff, budgets, sponsorships, or community programs.

- Experience using registration software, point-of-sale systems, email newsletters, social media, and basic office technology as well as a willingness and ability to learn new systems.
- A proactive, professional, and flexible approach, with the ability to work independently and coordinate with a Board, committees, volunteers, staff, and external partners.
- Serving it Right certificate or willingness to obtain it within the first six months of employment. A criminal record check may be required to comply with the club's liquor license.
- Knowledge of curling clubs, non-profit organizations, sport administration, hospitality, or community recreation is an asset.

Schedule and Work Environment

This role averages approximately 30 hours per week. Hours vary seasonally, with increased time required during the curling season, bonspiels, rentals, and major events, and reduced hours during the off-season. Scheduling is coordinated with the Board President.

A personal office space and equipment are provided at the club to support the role.

How to Apply

Interested candidates are invited to submit a resume and brief cover letter outlining relevant experience and interest in the role to **president@parksvillecurling.com**. Please include availability and any experience with club operations, community programming, facility rentals, sponsorship, events, or non-profit administration. **Applications close August 26, 2026**