The Opportunity
The Morris Curling Club (MCC) is celebrating its 120th year of operation in 2017-18 and is one of the most dynamic and vibrant curling clubs in rural Manitoba with 6 sheets of curling ice and approximately 225 active members of all ages.

In addition, the MCC is host to several bonspiels, fundraisers and competitions, most notably our DEKALB SuperSpiel. The MCC is home of the Cargill Curling Training Centre. We are seeking a special individual to build upon the recent successes of the club and expand membership & events.

The Manager is instrumental in growing and sustaining our membership, along with an active team of volunteers who organize and run a wide range of curling programs that meet the needs of members, including:
· Youth Curling
· Recreational Curling
· Competitive Curling
· DEKALB SuperSpiel
· Cargill Curling Training Centre
· School Programs

The club provides curling year-round, currently our leagues run from October to April, The Cargill Curling Training Centre operates throughout the year. The Morris Curling Club is a not-for-profit organization.

Position Overview
Accountable to the Board of Directors (Morris Curling Club Executive), reporting to either the President or the Vice President as determined by the Board of Directors.

Is accountable for the successful ongoing operations of the Club and ensuring the long-term success and sustainability of the Morris Curling Club.

Ensures the various curling leagues meet the needs of members.

While responsibilities cover the full year, the seasonal nature of the business of the Club requires the General Manager to work a flexible and variable schedule, depending on the time of year.
**Major Duties**
Support to the Board and the Club as a whole:
- Manage the Club efficiently and effectively
- Develop the marketing and sales plan with annual goals and targets to be presented to the MCC Board of Directors. Review and adjust quarterly with the Board of Directors.
- Liaise with the DEKALB Board to ensure we operate cohesively
- Organize and facilitate Cargill Curling Training Centre
- Building a member information and communication plan
- Develop new sources of revenue, building on our curling operations, or other uses for our facility.
- Play an active role in the community, including liaising with Director of Marketing and Events for the Morris Multiplex, Recreation Director, Chamber of Commerce and other local organizations.
- Support the Board by providing relevant information to enable them to impart guidance, proper due diligence and approval to proceed in new directions.
- Ensure support is provided to the Board of Directors in carrying out their responsibilities
- Keep ahead of trends in the curling business, being vigilant in identifying new opportunities for growth and addressing issues that might threaten the success of the Morris Curling Club
- Build relationships with Curling organizations (Curling Canada, Curl Manitoba) and ensure the Club is properly represented in various forums
- Ensure Club facilities and equipment are well maintained.
- Develop, organize and update social media and websites.

**Cargill Curling Training Centre**
- Learn the operation and coaching aspects of the Cargill Curling Training Centre including the Morris Curling Rock Thrower
- Manage the logistics of the Cargill Curling Training Centre
- Work closely with Lorne and Chris Hamblin – Level 4 NCCP Coaches – learning the technical components of the curling delivery and operation of all training centre equipment.

**Member Relations**
- Develop member satisfaction monitoring systems and ensure issues are addressed quickly
- Establish a membership communication strategy

**Financial Management of the Club**
The General Manager’s scope covers all aspects of the financial and budgetary requirements of the Club, including:
- the full degree of financial success achieved by the Club, as defined by the Board of Directors management of the financials, so the balance sheet is strong enough to enable it to operate successfully without additional reliance on debt
- the review and maintenance of accurate accounting records
- the submission of all financial records for a yearly audit, with the results reported to the Board of Directors
- in conjunction with the Board, create yearly operational budgets, designed to achieve the targets set by the Board of Directors

**Personal Attributes for Success**
While there are many operational success factors to the role, long-term success can be best achieved if the General Manager is comfortable with, and can operate effectively at, a strategic level in time horizons of three to five years. The individual should possess the following attributes:

- a “people-person” with the capacity to relate to people at all levels and in a variety of work and community environments
- excellent verbal and written skills
- has an entrepreneurial mindset and is constantly aware of how the curling business is unfolding and how to create new opportunities
- able to challenge tradition in a constructive way and can be counted on to identify problems
- must be highly motivated and a self-starter
- well developed leadership and management skills.
- experience working with Microsoft Office software
- Coaching experience is an asset
- is adaptable to, and comfortable with, a variable daily, weekly and monthly work schedule including the weekends during bonspiels

Experience Required
- Well developed business management and leadership experience in customer or member-focused organizations
- Previous responsibility or appreciation for marketing communications / public relations
- Proven track record of establishing effective operating procedures and processes, maximizing the use of technology
- Familiar with accounting software will be considered an asset
- Experience with municipal and volunteer associations would be of value
- Involvement and leadership in community activities or issues
- Ideally a curling “enthusiast”, but as a minimum must be familiar with the sport of curling

Education
- Should possess a degree/diploma in Business, Kinesiology, Sports Management, or equivalent professional experience

Please email Resume and Cover Letter by April 30, 2018
Brian Recksiedler, President
Email: bbrex@mymts.net
NO phone calls please!
Please quote in subject line: General Manager Position

We thank all applicants for their interest in this position, but only those selected for an interview will be contacted. Those selected for interview may be asked to supply references.