

Club Manager Position Description

Eau Claire Curling Club

Applications due March 3, 2020

Overlap with current manager

Overview: The Eau Claire Curling Club Manager, under the direction of the Board, is responsible for overseeing the operations and ensuring the cohesiveness of the Club. In the spirit of curling and broom stacking, the manager will work with members, conveners and volunteers to generate a welcoming atmosphere to support and grow membership and ensure the sustainability of the Club.

Expectations:

- Part-time, year-round contract starting April 15, 2020
 - Limited hours April – August
 - Longer hours Sept - March
- Work offsite and online to cover main duties
- Provide facility support for building-related items with Lead Organizers for Bon Spiels
- Attend Board Meetings
- Attend Committee meetings as requested
- Serve as the point person for the Club

Key Responsibilities:

- Report to ECCC Board
 - Work with Board on annual goals
 - Communicate regularly with Board President on needs of the Club and Board Meeting Agenda items
 - Work with Board President to assign duties to Committees and volunteers
- Building Management
 - Licenses, permits (liquor license)
 - Maintain supplies as needed for kitchen paper goods and consumables
 - Main point of communication for snow removal services
 - Coordination with Ice Manager
 - Electronic Key Management and Locker Rental
 - Maintain facility calendar
- Member Support
 - Registration Coordination and membership directory maintenance including attending each League Opener
 - Manage and communicate with Conveners and membership in collaboration with Board President
 - Main point of Communication with USCA and Eau Claire County
- Rental Event Coordination and Marketing
 - Create online volunteer registration forms as needed
 - Assist Marketing Committee when needed with marketing and promotions
- Financial Management
 - Manager recommends payment of bills to Treasurer
 - Submit annual budget recommendations to Finance Committee
 - Work with Treasurer for financial reporting, accounting, auditing
 - Collect mail including bills at the PO Box

January 2020