

DUTIES AND RESPONSIBILITIES		
General Manager	Sports Coordinator	Regional Curling Professional
<p>Oversee all NBCAC annual and day to day operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission of the organization.</p> <p>Staff Supervision:</p> <p>Direct report for the Sports Coordinator, Regional Curling Professional, and all support staff (ice staff not included).</p> <p>Maintain regular communication with all other staff members.</p> <p>Scheduling of custodial services.</p> <p>Office Management:</p> <p>Keep full and accurate account of all receipts and disbursements of the Corporation in the proper books of account and shall deposit all moneys or other available effects in the name and to the credit of the Corporation in</p>	<p><u>CURLING:</u></p> <p>Liaise with all league representatives to establish annual goals and support operations and scheduling of the various leagues.</p> <p>Work on having all leagues see the value in having you run their leagues wherever possible.</p> <p>Organizing instructional programs throughout the season (private and group) for new members, intermediate and competitive curlers.</p> <p>Create team rosters; league and program scheduling; assist with finding spares as requested.</p> <p>Organize fundraising initiatives including bingo.</p> <p>Assist with Sponsor Appreciation Night.</p> <p>Organize monthly socials.</p>	<p><u>GRANITE CLUB LEVEL:</u></p> <p>Plan, market, organize, facilitate and, or deliver:</p> <ul style="list-style-type: none"> ○ Children programs: Kids Learn to Curl, Junior Program, Curling Camps (i.e., Christmas Break, March Break, Statutory Holidays, School Professional Development Days); ○ Adult programs: Adult Learn to Curl, Learn to Curl Better, Skill of the Week; ○ Private & group lessons; ○ Events: Orientation to Curling, Open Houses; ○ Orientation sessions in advance of outside rentals, corporate events and activities that are open to the general public. ○ Student programs: Electives, Nipissing University Bachelor of Physical and Health Education Practical Course.

<p>such bank or banks as designated by the Board of Directors.</p> <p>Shall disburse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers therefore and shall render to the Board of Directors at all regular meetings thereof or whenever required, an account of all the transactions.</p> <p>Bookkeeping using Simply Accounting including accounts receivable, payment processing, payroll, invoicing, accounts payable processing and inventory.</p> <p>Bank Deposits.</p> <p>Record keeping and filing.</p> <p>Junior billing for Bingo – 50/50 reimbursement.</p> <p>Government payments, HST and employee deductions.</p> <p>Invoicing and receipting of payments received for both tennis and curling.</p> <p>Supply financial reports for tennis, board and management meetings.</p>	<p>Organize Bonspiels as identified on the annual calendar and other as approved by the Board of Directors (i.e., Opening Community Bonspiel, Mixed Bonspiel, Open Bonspiel and Summer Spiel).</p> <p>Organize Club Championship.</p> <p>Bid for and host all competitive playdowns up to an including Provincials.</p> <p>Act as Northern Ontario Curling Association (NOCA) delegate.</p> <p>Organize summer curling activities such as camps and courses.</p> <p>Work closely with neighbouring curling facilities to nurture a culture of collaboration.</p> <p><u>TENNIS:</u></p> <p>Organize and deliver the following:</p> <ul style="list-style-type: none"> ○ Singles and doubles leagues ○ Weekly social night ○ Tennis tournaments ○ All league championships ○ Year end awards night and banquet 	<p><i>Business Development:</i></p> <p>Explore potential new programs such as Learn to Curl for Special Populations (i.e., Seniors/Stick, Secondary/Post-Secondary student bodies, Indigenous, Multicultural etc.).</p> <p><i>Pro Shop Management:</i></p> <p>Provide complete oversight of pro shop, ordering inventory management, merchandising, profit maximization and expansion into e-commerce sales.</p> <p><u>REGIONAL LEVEL:</u></p> <p><i>Partnerships:</i></p> <p>Rocks & Rings: offer & deliver day-long floor curling to area schools.</p> <p>Varsity curling: develop varsity curling programs at local post-secondary institutions and act as head coach.</p> <p>Coach developer – be available as a resource person for governing sport bodies (NOCA, Curl ON, ONT Curling Council and Curling Canada).</p>
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<p>Audit preparation and communication.</p> <p>Dealing with bank regarding GIC renewals, debit cards, accounts, etc.</p> <p>Answering phones.</p> <p>Membership Related:</p> <p>Collection of membership forms and dues.</p> <p>Maintain membership database and on line registration system.</p> <p>Corresponding with NBCAC membership and potential members.</p> <p>Creation of annual calendar of events for presentation to the Board of Directors for approval followed by distribution to the membership and other NBCAC sub-committees and leagues.</p> <p>Locker assignment and record keeping.</p> <p>Bar Management:</p> <p>Apply for special occasion permits.</p>	<p>Secure spares for all league play as required.</p> <p>Organize the following activities in conjunction with the Tennis Professional :</p> <ul style="list-style-type: none"> ○ Junior tennis camps ○ Junior tennis clinics ○ Adult group lesson packages <p>Establish annual fee structure in consultation with the Board Treasurer.</p> <p>Maintain a clean facility and grounds area.</p> <p>Hire and schedule tennis attendants.</p> <p>Manage the sale of all canteen items.</p> <p><u>OTHER DUTIES:</u></p> <p>Secure rental (lounge and arena) activities from local organizations or business (for team building, staff/customer appreciation, fundraising or otherwise).</p> <p>Communicate all rental activities with the General Manager to ensure proper revenue collection.</p>	<p>Club Development:</p> <p>Equipment demonstrations & sales.</p> <p>Work with Regional clubs to promote demonstration days and pop up shop events.</p> <p>Programming: work with clubs to develop, promote and deliver new instructional programs and explore diversified revenue streams.</p> <p>Instruction: be available for hire by Regional clubs for the purpose of providing resources to existing programs and events.</p> <p><u>OTHER DUTIES:</u></p> <p>Assist volunteer committees and functions of the club including, but not limited to Bingos and bartending.</p> <p>Attend monthly board meetings and present monthly reports to the Board of Directors on the execution of assigned duties.</p>
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<p>Liaison with bar steward to schedule bar shifts.</p> <p>Bar ordering, inventory, and maintain float.</p> <p>Smart serve for bartenders.</p> <p>Contracts/Licensing</p> <p>Contracts: Cleaning, snow removal, lawn care etc. (as required).</p> <p>Pricing out suppliers such as insurance, telephone, internet, snow removal etc.</p> <p>Interact contracts, machines, etc.</p> <p>Renew licences.</p> <p>Facilities Related:</p> <p>General organization of building.</p> <p>Obtaining quotes on upgrades for small projects.** Shared with Sports Coordinator</p> <p>Maintain health inspection standards of kitchen/facility, address issues (if any).</p>	<p>Build and maintain key partnerships and act as the point of contact for all external relationships.</p> <p>Explore other sports opportunities and partnerships outside of Tennis and Curling (i.e. wrestling, pickleball, roller derby, badminton, etc.).</p> <p>Analyze and provide solutions for problematic situations and occurrences (i.e. conflicts between members, athletes, or guests).</p> <p>Consult on policies related to the operation of all sport activities and in-house competitions.</p> <p>Work closely with club teaching professionals to execute successful sport programs.</p> <p>Website and media management. Club Marketing to support membership and facility growth.</p> <p>General advertising and marketing budget allocations.</p> <p>Other facility and program duties as assigned by the Board of Directors.</p>	
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<p>Maintain facility fire safety standards.</p> <p>Kitchen maintenance and supplies.</p> <p>Assignment/tracking of club keys.</p> <p>Assignment/tracking of club security code access.</p> <p>Club Welcome Board – Update names and positions as required.</p> <p>Rentals:</p> <p>Lounge setup for social evenings, rentals, etc. (shared with the custodian).</p> <p>Facility rentals – contracts, scheduling, customer inquires regarding any requests, entry to building, etc.** Shared with Sports Coordinator</p> <p><u>OTHER DUTIES</u></p> <p>Pro Shop hours shared with the Regional Curling Professional.</p> <p>Write grant proposals as named and approved by the Board of Directors.</p>	<p>Attend monthly board meetings and present monthly reports to the Board of Directors on the execution of assigned duties.</p>	
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<p>Maintain a deep knowledge of the industries in which the organization operates.</p> <p>Develop business strategies and plans that align with the short-term and long-term objectives of the organization.</p> <p>Other administrative duties as assigned by the Board of Directors.</p> <p>Attend Board Meetings and present monthly reports on the execution of assigned duties.</p>		
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