



CAMPBELL RIVER | CURLING CLUB

Job Posting: Assistant Manager

Part-Time / Seasonal (September 1st to March 30th) / Approx. 24 Hours a Week.

A longer-term position may be available for the right candidate.

The position will include some evenings and weekends.

About Us

The Campbell River Curling Club is non-profit organization that has been operating since 1964. Our core commitment is to foster a safe, respectful, and accessible environment for all. We are a volunteer driven organization supported by seasonal staff.

We are seeking a dependable, highly motivated individual with strong organizational, communication, and customer service skills. This hourly paid position will play a key role in ensuring the smooth operation and long-term success of our club. The Assistant Manager will work closely with the Club Manager in all aspects of day-to-day facility operations.

Key Responsibilities

To assist the Club Manager with:

- Overseeing daily operations of the facility
- Managing registration, payment collection, and ice scheduling for leagues and events
- Supporting leagues, bonspiels, and club-hosted events
- Leading membership recruitment and retention initiatives
- Coordinating facility rentals and special bookings
- Daily janitorial duties
- Operating a retail Pro-Shop
- Providing leadership and support to volunteers
- Maintaining regular, detailed communication with the Board of Directors



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What you Bring:

- Strong Customer Service skills and/or experience in member relations
- Understanding or experience working with a volunteer driven organization
- Proficiency in digital platforms (POS, Word, Excel, Website Content, social media)
- Exceptional verbal and written communication skills with ability to work independently
- Level 1 First Aid & Serving it Right (can be obtained if hired)

Compensation

Negotiable depending on qualifications and experience (\$25-\$30 an hour)

To Apply

Submit your resume and cover letter to info@crcurlingclub.ca

A Criminal Record Check will be required.

This position will be open until filled.

We look forward to hearing from you!