



Banook Canoe Club

17 Banook Lane
Dartmouth, NS, B3A 2L3
(902) 464-1740

www.banookcanoeclub.com

JOB POSTING

Title: Club Manager

Reports to: Club President/ Commodore

Status: Full time

About Banook Canoe Club

Banook Canoe Club is the oldest sprint racing canoe club in the Atlantic Division. Founded in 1903, we are proud of a 118-year history on Dartmouth's Lake Banook. A non-profit paddling organization, BCC blends high-performance training with recreational programs aimed at developing life-long athletes in the sport – featuring active programming for all age groups from youth to Masters.

Banook has a long history of producing Olympians and National team members, as well as generations of paddlers where young children paddle in canoes and kayaks alongside their parents and grandparents. Banook Canoe Club – your cottage in the middle of the city. Banook Canoe Club is managed by a volunteer Board of Directors.

Position Summary

Banook Canoe Club is hiring a Club Manager. The Club Manager is a year-round full-time position which manages the administrative/ office functions of the club, supports the membership and paddling programs, and promotes the rental of the facility. As a sports and recreation club, this position requires the ability to work nights and weekends.

Responsibilities include:

- **Sport/ Club General Operation**
 - With the Membership Chair, coordinate and administer registrations including set up, fee collection and deposit, communication with members
 - Administer all office coordination (telephone, email, mail)
 - Manage all recurring bookings (contracts, communication)
 - Maintain inventory of club racing gear (singlets, buns, etc) including ordering, selling, distributing
 - Track and complete Food service license, Alcohol license
 - Track due dates
 - Complete and submit applications
 - Post license certificates as required
 - Oversee daily facility maintenance/ Coordinate with custodian
 - In coordination with Custodian, maintain inventory of cleaning/ facility supplies
 - Coordinate garbage collection and grounds keeping requirements
 - Oversee summer Co-Op student (Business Administration)
 - Provide administrative support for coaching staff and Board Members
 - Attend Board meetings



- **Event Management**

- Coordinate all aspects of event rentals
 - Communicate with potential clients re: facility rentals
 - Coordinate with potential clients re: facility showings
 - Coordinate required staffing for all booked events (custodial staff, bar staff)
 - Develop and administer contracts with all clients for event specifics and costs
 - Act as the on-site Banook representative during all event bookings
 - Ensure timely collection of all payments and fees
- Maintain bar inventory including ordering for event bookings
- Review and Maintain inventory of kitchen equipment and consumables

- **Finance Management**

- Prepare bi-weekly payroll via Ceridian payroll software for all permanent and seasonal employees
- Manage all bank deposits (sport fees, deposits, event payments, grant funds, donations, etc.)
- Coordinate all banking including bill payments, expense reimbursements, other required payments
- Coordinate with all clients (recurring and one-time) regarding contracts and payments
- Coordinate with Bookkeeper and Accountant for all financial transactions
- Support Board Finance Director in preparation of monthly Board Finance Reports
- Support Board Finance Director in preparation of annual Finance Report for AGM
- With Board members, prepare and submit annual summer student employment grant applications
- With Board Members seek out new grant opportunities for non-profit sporting organizations and assist in the preparation and submission of said grants

- **Communications & Promotion:**

- Design, develop and distribute newsletter
 - Monthly: September – June
 - Weekly: July & August
- Maintain current email distribution list for all communication with membership
- Support Board and Coach communication with members
- Develop and administer program for club merchandise purchase (website)
- With Communications Director, review and maintain Banook Canoe Club website:
 - Ensure all pages are current
 - Post communication such as newsletters, registration information
 - Update pages when changes occur
- Organize and oversee weekly summer barbecues (volunteers, supplies, etc)
- Coordinate and oversee all club-sanctioned events (ie: fundraising dinners, other fundraising events, athlete celebrations and Awards Nights)
 - Order/ purchase supplies
 - Coordinate volunteers
 - Coordinate and purchase awards
- Brainstorm/ design unique member events (quarterly)



Expectations:

- Average work week is expected to be 40 hrs/week, although it is understood the hours of work for the position will vary depending on the time of year with more hours in the peak season of July and August, with fewer hours during the off-season
- Increased attendance in the summer is expected in order to provide oversight for the competitive season as well as summer programming and summer events
- Hours will be varied and will include early morning, daytime, evening and weekend hours
- Follow, model and ensure compliance with all required policies including but not limited to all CKC policies including the Safe Sport Policy, all ADCKC policies including Cold Water Policy, all Banook Canoe Club By-laws and Policies as well as Banook Canoe Club Board of Directors requirements.

Qualifications

- Minimum 3 years of experience as Office Manager/ General Manager
- Proficient in the use of Outlook, Word, Powerpoint, Excel, Google Drive, Google Docs
- First Aid & CPR certification (or willing to certify)
- Criminal Background and Vulnerable Sector Checks
- Knowledge of non-profit sporting operations considered an asset

Remuneration

- Salary commensurate with experience and qualifications
 - full time = 40 hours per week
- Benefits include vacation, health and mobile phone allowance

Interested candidates should apply in writing to Kim Gaudet, Commodore/ Board President at the following email address: CommodorePres@banookcanoeclub.com on or before April 9, 2021