



Tim's Ice Manufacturing - Seeking League and Membership Coordinator

About Tim's:

Tim's Ice Manufacturing is an ice making and curling club management company dedicated to the longevity and consistent improvement of the sport of curling. Our current team is composed of enthusiastic curlers and non-curlers alike, with the same goal - the betterment of the sport in all areas.

We are looking to expand our team. We are in search of talented and enthusiastic individuals with an interest in curling, general sports and recreation, and customer service.

About the Position:

Location: Avonair Curling Club - 10607 Princess Elizabeth Avenue NW, Edmonton

Job Type: Seasonal (September - March)

Start Date: September 15, 2023

End Date: March 30, 2024

Schedule/Hours: Monday - Friday from 1:00 - 9:00 pm. This position offers some schedule flexibility. Occasional weekend as needed - up to 44 hours a week. When weekend hours are needed, hours during the week will be altered to accommodate, providing alternate days off. Specific schedule requests can be discussed with the Area Manager as needed.

Salary: \$3,200/month

Position Responsibilities:

- Communicate efficiently and professionally by email and phone, as well as in person, with curling club membership, rental groups, guests, and others.
- Communicate professionally with Tim's Management as well as fellow staff members.
- Assist Area Manager with fee collection, paperwork, proshop sales, etc.
- Assist with daily cashouts.
- Assist with running bonspiels, events, and programs.
- Basic facility cleaning.
- Facilitate weekly league play.
- Liquor purchasing and supply ordering.
- Bartending for daytime leagues
- Assist with scheduling lounge staff
- Other day-to-day tasks as required or assigned.

Skills and Experience:

*An ideal candidate will have the following skills and experience:

- Creativity and enthusiasm for new projects and ideas
- Skills with all social media platforms
- Willingness to learn and take on new tasks
- Exceptional customer service skills
- Strong written and verbal communication skills
- Strong time management skills
- Knowledge of Microsoft word, excel, and powerpoint
- Critical thinking skills and the ability to problem solve when necessary
- A willingness to work both independently and as part of a team
- Significant knowledge of curling operations and gameplay would be strong asset
- ProServe is a requirement, but can be obtained once hired if needed
- First Aid training would be an asset

If this sounds like you, please submit a resume and cover letter to sbrown@timsice.ca. We will consider all candidates, but will only interview those that we feel would be a good fit for our team.

*Please note: if a candidate is a strong fit, but lacks one or two of the required skills, training, or experience, on site training can be provided. This will be determined on a case by case basis.