

Home to over 600 members, the North Bay Granite Club is a progressive non-profit organization dedicated to growing the sports of Curling and Tennis through superior customer service, engaging events, skill-appropriate leagues, and high-quality instructional programs.

We have been a staple of our community since 1950 and are recognized globally for having hosted an attendance-breaking Ford World Women's Curling Championship in March 2018; a finalist for the Canadian Sport Event of the Year award. We once again set an attendance-breaking record when we hosted the Pinty's Grand Slam of Curling in 2019.

To learn more about us, please visit [northbaycurling.com](http://northbaycurling.com) and/or [northbaytennis.com](http://northbaytennis.com).

### **JOB TITLE: Sports Coordinator**

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We are very excited to be recruiting a Sports Coordinator to add to our dynamic team of personnel. This full-time position will report to the General Manager and be responsible for both curling and tennis programming.

**START DATE:** September 2020

**LOCATION:** North Bay Granite Club, North Bay, Ontario

**ANNUAL SALARY:** \$41,860 (Full-Time)

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### **QUALIFICATIONS**

- Excellent time management skills with a proven ability to perform well under pressure; manage multiple priorities simultaneously.
- Strong organizational, planning and prioritization skills.
- Exceptional oral and written communication skills, with a high degree of attention to detail.
- Flexibility to work evenings, weekends and holidays based on programming needs.
- Self-motivated with the desire to promote and market the sport.
- Positive, reliable, responsible and punctual with a strong work ethic.
- Good networking and relationship building skills.
- Experience working with high performance and community sports organizations preferred.
- Knowledge and experience working with diverse populations.
- Ability to problem solve and implement improvements to systems.

- Ability to align with NBGCAC's vision and values which includes a positive, winning approach, incorporating integrity, confidentiality and discretion.
- Must have excellent customer service skills, be friendly and personable.
- Experience in creating game schedules.
- Knowledge of not-for-profit industry and governance considered an asset.
- Social media marketing skills are an asset.
- A post-secondary education in physical education or a related field considered an asset.
- First Aid/CPR are an asset.

### RESPONSIBILITIES

#### Curling

- Liaise with all league representatives to establish annual goals and support operations and scheduling of the various leagues.
- Work on having all leagues see the value in having you run their leagues wherever possible.
- Organizing instructional programs throughout the season (private and group) for new members, intermediate and competitive curlers.
- Create team rosters; league and program scheduling; assist with finding spares as requested.
- Organize fundraising initiatives including bingo.
- Assist with Sponsor Appreciation Night.
- Organize monthly socials.
- Organize Bonspiels as identified on the annual calendar and others as approved by the Board of Directors (i.e., Opening Community Bonspiel, Mixed Bonspiel, Open Bonspiel and Summer Spiel).
- Organize Club Championship.
- Bid for and host all competitive play downs up to and including Provincials.
- Act as Northern Ontario Curling Association (NOCA) delegate.
- Organize summer curling activities such as camps and courses.
- Work closely with neighbouring curling facilities to nurture a culture of collaboration.

#### Tennis

- Organize and deliver the following:
  - Singles and doubles leagues,
  - Weekly social drop in events,
  - Tennis tournaments,
  - All league and club championships, and
  - Year end awards night and banquet.

- Secure spares for all league play as required.
- Organize the following in conjunction with the Tennis Professional:
  - Junior tennis camps,
  - Junior tennis teams and clinics, and
  - Adult group lesson packages.
- Establish annual fee structure in consultation with those identified by the board.
- Maintain a clean facility and grounds area.
- Hire and schedule tennis attendants.
- Manage the sale of all canteen items.

### **General**

- Secure rental (lounge and arena) activities from local organizations or business (for team building, staff/customer appreciation, fundraising or otherwise).
- Communicate all rental activities with the General Manager to ensure proper revenue collection.
- Build and maintain key partnerships and act as the point of contact for all external relationships.
- Explore other sport opportunities and partnerships outside of Tennis and Curling (i.e. wrestling, pickleball, roller derby, badminton etc.)
- Analyze and provide solutions for problematic situations and occurrences (i.e. conflicts between members, athletes or guests).
- Attend monthly board meetings and present monthly reports to the Board of Directors on the execution of assigned duties.
- Consult on policies related to the operation of all sport activities and in-house competitions.
- Work closely with club teaching professionals to execute successful sport programs.
- Website and social media management.
- Club Marketing to support membership and facility growth.
- General advertising and marketing budget allocations.
- Other facility and program duties as assigned by the Board of Directors

Interested candidates are asked to email a cover letter and resume by: **August 10, 2020**  
to: **[office@northbaycurling.com](mailto:office@northbaycurling.com)**

We thank all applicants for their interest, however, only those selected for an interview will be contacted.