

Summer Club Manager Maskwa Aquatic Club

The Maskwa Aquatic Club (www.maskwa.ca) is a non-profit organization dedicated to providing high performance paddling activities as well as quality outdoor recreation, exercise and fun to the Halifax and surrounding community.

For almost 40 years Maskwa has been the centre of Halifax's paddling community. It has developed junior and elite-level paddlers, including 2012 Olympic bronze medalist, World Champion and world record holder Mark de Jonge. The right candidate will work collaboratively with our head coach and Board of Directors to lead Maskwa's athletes to further national and international success.

The Club Manager position is full-time during the club's peak season (April through September). The successful candidate will oversee the day-to-day operations of the Club, including member facing functions and assisting with administrative tasks such as payroll, registration, invoicing, payments, grant applications, and reporting. Reporting directly to the Commodore, the Club Manager is an excellent communicator who works to ensure the satisfaction of Maskwa members and clients and the efficient operation of the Club.

RESPONSIBILITIES:

Member-facing

- During peak season (April – September), is the primary contact person available for Club members, tenants, suppliers and other groups.
- Use effective strategies and processes to manage large groups of children, including the coordinating activities, conflict resolution, and communication with parents.
- Assist membership registration for Maskwa's programs to ensure Maskwa's policies for registration and payment are met.
- Assist with marketing activities for Club programs and facilities.
- Assist with the organization and coordination of member activities and special events (e.g. fun days, regattas and social activities).
- Help develop new programs, classes, and uses of the facility to meet members' needs.
- Soliciting member feedback and ensuring customer satisfaction and continued membership at Maskwa.
- Other duties as may be required from time to time

Management

- Supervision of Club support staff (custodian, supervision program, day camp).
- Managing inventory of supplies required for operation of club and canteen.
- Coordination and management of club suppliers and service providers.
- Assisting with rental activities of club facilities.
- Assisting to coordinate Maskwa's community outreach activities.
- Managing access to the club's facilities and ensuring club policies are followed.
- Assist in the training of new staff and ensuring they are using correct safety practices and procedures.
- Attend and present at board meetings.
- Other duties as may be required from time to time

Administrative

- Manage and document accounts receivable collected and reconcile payroll timesheets from staff in preparation for entry by bookkeeper.
- Prepare invoices when warranted to obtain payment/reimbursement from various source and generate periodic reports when necessary (i.e. registration, inventory, report for Board etc.).
- Aid in the administration year-round of training programs and related activities for the Club paddlers according to Canoe Kayak Canada's Long term Athlete Development program.
- Maintain the content of the Club's website and social media accounts.
- Other duties as may be required from time to time

QUALIFICATIONS:

- Business/management background and familiarity with general accounting principles.
- Experience with an athletic club or association.
- WHMIS and CPR certification, Standard First Aid certification and criminal background check.
- Ability to work in an unsupervised environment with children.
- Financial administration and supervisory skills are required.
- High degree of interpersonal, conflict resolution solving skills, written and verbal communication skills are necessary.
- The ability to manage multiple priorities is essential.
- Represent the Club responsibly and maintain a positive working relationship with

the Atlantic Division of the CKC.

Salary: Maskwa Aquatic Club offers a full-time position with competitive conditions commensurate with experience and qualifications.

Deadline for Application: March 15, 2018.

Applications will be reviewed as they are received. We thank all applicants; however, only selected candidates will be contacted. Interested parties should forward a cover letter and resume to: commodore@maskwa.ca