



Accepting Applications For *Facility General Manager*

About Us

The Aberdeen Recreation Complex (ARC) is a year round multi-use recreation facility which includes an arena, curling rink, concession, lounge, fitness center, bowling alley, dance studio, pre-school, library, and meeting spaces. Users include both local and non-local groups. The facility is overseen by a volunteer board of directors, Aberdeen and District Charities. Aberdeen is located 18 minutes North East of Saskatoon.

Job type

Full time

Wage

To commensurate with experience

Job Description

The Facility General Manager is a leadership role, accountable for the day- to-day management of the facilities. This includes but is not limited to strategic planning, staffing, marketing, scheduling and invoicing. The incumbent would also work closely with the board of directors, treasurer and other staff to work within a budget while providing the patrons of the ARC a high quality customer service experience.

Responsibilities to include but not limited to:

- Recruitment, selection, supervision and evaluation of staff
- Managing a complex schedule for various facilities
- Prepare and issue invoices for rental customers and monthly lessees and properly document accounts receivable using Max Solutions Software program
- Responsible for assisting in the development, implementation, compliance and reporting of an overall facility budget. This includes setting rates and projecting yearly and monthly revenues and expenses.
- Supply ordering or in person purchasing for various areas such as for the office, lounge, arena equipment, maintenance tools, janitorial supplies etc.
- Report maintenance issues or necessary upcoming capital projects and arrange for outside contractors or direct operations staff for all matters relating to the physical operation of the facility
- Responsible for generating and accommodating new revenue potential ideas and/or investigating possible cost saving solutions
- Responsible for working with board of directors on marketing plan including management of advertisement contracts and generating new sponsorship agreements
- Responsible for some event management for special events such as fundraisers within the facility or other special events.
- Responsible for implementing work place safety policies for staff and patrons which includes arranging for necessary annual inspections as well as day to day risk management methods
- Responsible for seeking out grants and applying appropriate capital improvement projects within the facility towards them
- Prepare/present written reports on operations and attend once a month evening meetings with the board of directors.

Qualifications

- Minimum 2 years of business management experience required. Areas of training or education including recreational studies or business administration are preferred.

Required Experience and Qualities

- Relevant work experience in business management and/or programming within a facility
- Strong communication skills, both written and verbal
- Proficient use of computer applications i.e. Word, Excel, Outlook, Google calendar
- Experience in working for non-profit organization considered an asset
- Knowledge on hockey programs and/or other recreational activities considered an asset
- Experience in leading a staff in a customer service oriented industry
- Experience in creating and following financially successful business model
- Self-motivated, detail oriented, and possess innate leadership qualities

To Apply

If you are interested in this position, please submit your cover letter, resume **and salary expectations** by **May 31st, 2017** to the attention of Aberdeen and District Charities Board of Directors at aberdeen.rec.complex@sasktel.net

We would like to thank everyone for their applications in advance however, only those selected will be contacted.