

CLUB OPERATIONS ASSISTANT

Golden Ears Winter Club – Maple Ridge, BC

Part-Time | Approximately 12-14 Hours per Week

Golden Ears Winter Club is seeking a dependable, organized and personable **Club Operations Assistant** to join our team and support the day-to-day operations of our busy community curling club.

This is a varied, hands-on position suited to someone who enjoys working with people, takes initiative and is comfortable balancing a range of responsibilities. Working closely with the Club Manager, staff and volunteers, the Club Operations Assistant will help ensure our members, guests, programs and events receive friendly, efficient and professional support.

Key Responsibilities

The Club Operations Assistant will assist with a variety of operational and administrative duties, including:

- Providing office and member-service coverage during designated club hours
- Responding to general inquiries from members, guests and the public
- Assisting with general administration, filing, organization and record keeping
- Supporting the administration and coordination of the Discover Curling School Program and corporate rentals
- Providing support to bonspiel coordinators, program leads and volunteers as required
- Assisting with food service and ordering club supplies
- Selling pro shop merchandise to members and leagues
- Completing routine janitorial and facility-support duties to help maintain clean, welcoming club spaces
- Updating club website and social media content
- Assisting with advertising, marketing and promotional initiatives
- Providing administrative support to the club's grant writer as required
- Assisting with other operational duties and special projects as needed

The Ideal Candidate

We are looking for someone who is:

- Friendly, approachable and customer-service focused
- Dependable, organized and able to manage multiple priorities

- Comfortable working both independently and as part of a team
- Proactive and willing to take initiative
- A strong communicator who enjoys working with members, volunteers, staff and the public
- Comfortable using email, basic computer programs, websites and social media
- Flexible and willing to assist wherever needed in a busy community recreation environment

Previous experience in administration, recreation, hospitality, retail, customer service or a community/non-profit organization would be considered an asset.

Proposed Schedule

Approximately **12-14 hours per week**, currently anticipated as:

- Monday: 6:00–8:00 p.m.
- Tuesday: 6:00–8:00 p.m.
- Wednesday: 4:00–8:00 p.m.
- Thursday: 6:00–8:00 p.m.
- Friday: 4:30–8:30 p.m.

Hours may vary depending on club programming, events, operational requirements, budget and candidate availability. Some flexibility may be required.

About the Position

This position has been created to provide additional staff support during busy club and program hours and to help ensure essential operational responsibilities are consistently covered.

The Club Operations Assistant will report directly to the Club Manager and work collaboratively with club staff, volunteers, program coordinators and members.

Compensation: \$20/hour

Join Our Team

If you are organized, dependable, enjoy working with people we would love to hear from you.

Send cover letter and resume to:

manager@gewclub.ca