

Club Manager/Executive Director

The Vancouver Racquets Club

Established in 1953, VRC is a registered Non-Profit Society. Conveniently located in central Vancouver just ten minutes from downtown, VRC is a 32,000 square foot facility with over 1200 active squash, badminton, and fitness members. Our amenities include pro shop, kitchen, licensed bar/lounge, meeting room, sauna, steam room, table tennis, and free parking. VRC is well known for our premier courts, quality of training programs as well as our fun and friendly atmosphere, and is Vancouver's most active squash and badminton facility.

Job Summary

Reporting to the President of the Board of Directors, the Club Manager/ Executive Director manages all aspects of the club including its activities and the relationships between the Board of Directors, members, guests, employees, government and industry, and is responsible for executing the strategic plan.

Specific Responsibilities:

Board Governance

- Works collaboratively with the Board of Director to establish the Strategic Plan, Capital Plan and any fundraising initiatives.
- Communicates effectively to the Board any new developments or major variances from the plans allowing it to function and make informed decisions.

Operations

- Develops and executes policies, programs and procedures to fulfill the Strategic Plan, Capital Plan and goals of the Board.
- Manages all Club personnel, including office staff, janitorial, bar manager, food service contractors, squash & badminton pros, chiropractic contractor, fitness contractor, and other personnel that the club may engage the services of.
- Oversees the care, maintenance and security of the Club's physical assets, building and grounds.
- Establishes and maintains risk management plans for the facilities, programs and events.

Finance / Administration

- Develop an annual operating budget to be submitted to the Board along with monthly financial statements which accurately reflect the clubs financial condition.
- Fiscal management and resource allocation that anticipates the operating budget's needs to allow the club to operate in a positive financial position.
- Manage and oversee ongoing financial administration duties including deposits, bill payments, receipts, bookkeeping and preparation of monthly financial reports.

- Coordinate and work with external auditors in the preparation of the annual audit report.

Marketing / Membership

- Marketing and promotion of the Club.
- Ensure the membership quotas are met.
- Ensure the highest quality customer service for members, guests, and visitors.
- Maintain a personal presence in the club that is consistent with the goals of the Board.
- Marketing, scheduling and managing all competitions, events and other related functions.

Ideal candidate:

- Post secondary education
- Minimum 5 years experience in a Club Manager or similar role
- Energetic and friendly personality with leadership and strategic planning skills
- Strong communication and interpersonal skills
- Proficient with popular office and productivity computer programs
- Accounting accreditation and familiarity with Simply Accounting an asset
- CCM (Certified Club Manager) designation an asset
- Basic web site content management is also an asset

Compensation:

- Commensurate with experience and industry norms.

Close date: May 31, 2015

Please send resume and cover letter to hr@vrc.bc.ca

We thank you for your submissions. It may take up to three weeks after closing for us to contact you for an interview; however only those selected for an interview will be contacted.