



## The Bragg Creek Community Centre is Hiring!

The Bragg Creek Community Association is looking for a new General Manager to join our small but awesome team. Reporting to a volunteer Board of Directors, the General Manager is the pivotal role to ensuring our community centre operates effectively and meets the needs of our community and community partners.

### **PRINCIPAL ROLES & REPONSIBILITIES**

#### **Management**

- Provide oversight and control of the facility, equipment and operations as directed by the Board of Directors
- Oversee human resources, including recruiting staff and volunteers to build a cohesive team – working in conjunction with the HR Committee
- Supervise the day-to-day activity of staff and contract resources
- Volunteer management
- Network and build relationships with appropriate local and provincial organizations to further the knowledge and reputation of the BCCA

#### **Finances**

- Manage the day-to-day financial management of the amenities and programs ensuring cost effective choices for programming and events
- Control annual budget spend, work closely with the Board Treasurer to provide input for annual budgets and control expenses to meet long-term financial plans
- Ensure the maximization of revenue and profit while attaining optimal facility user satisfaction
- Work closely with the Board Fund Development Committee on fundraising activities

#### **Facility**

- Facility lifecycle program management; including repair and preventative maintenance planning, grant applications and oversight of contractors and repair work in conjunction with the maintenance staff.

#### **Rentals**

- Actively work to increase facility rentals for special events and programs to increase general revenues to the Centre.

#### **Impact to the Organization**

This position is the primary reporting role to the Board of Directors of the Association. The General Manager ensures the effective operation of the Centre within the direction provided by

the Board of Directors and special committees. You will interact with the community, centre partners and stakeholders and the Board of Directors regularly.

### **Complexity**

The Board is responsible for setting the direction for the facility and overall operation however this role will be key to the successful operations for all areas of the facility. This position may be required to work some evenings and weekends. This position requires excellent judgement, decision-making skills, people, communication and conflict resolution skills.

### **Desired Experience/Qualifications:**

- Minimum Diploma or Degree in a related field, with appropriate work experience
- Experience with Facility Operations or Facility Management
- Experience with non-profit organizations and Boards
- Exceptional interpersonal and communication skills with partners, contractors and suppliers, community members, volunteers and staff
- Able to work independently and in a team environment, with minimal supervision
- Facility Management Certification, Non-profit Management, Communications Certification, or a Recreation Operations Certification would be an asset
- Strong people experience, deals well with conflict and works to positive solutions
- Experience with community centre booking systems is an asset

### **Certifications Required:**

- Criminal Record Check with Vulnerable Sector Check/First Aid and CPR Level C Certification
- Currently all new hires to the BCCA are required to show proof of valid immunization to Covid-19

***\*Our ideal candidate lives in or close to Bragg Creek, Alberta***

If this position sounds like a good fit for your skills, please apply to [president@braggcreekca.com](mailto:president@braggcreekca.com) with a resume and salary expectations. This job will remain open for applications until a suitable candidate is selected. We thank everyone for their interest and time to apply.