

Club Manager – Halton Outdoor Club (Internal)

The Halton Outdoor Club needs a new Manager to manage the day-to-day business and also help the club implement its new 3-year strategic plan. The Club Manager is HOC's only paid position and is an integral part of the executive team. The Manager is the "face" of HOC, the integration point for all the members, and is critical to the success of club operations.

As the Manager of HOC you will be seen as the "go to" person for information about the club, its activities, and its events, including extended trips. You will be part of an inclusive team that is working to ensure the sustainability of the HOC for the next 45 years while delivering the unique sports programs that makes our club so special. You will benefit from the camaraderie, friendship and support from the executive team, as well as all the HOC members.

This is a part-time role working from your home, with flexible hours which you can set to suit your needs. Most weeks, you can expect to spend approximately 15 hours a week attending to HOC matters. Depending on activities, some weeks may be busier than others (for example, during the ski season or in the spring when all the sport schedules need to be posted).

Roles and Responsibilities:

- Play a central communication and coordination role ensuring appropriate directors/trip leaders have the information they need, when they need it
- Maintain awareness of all club activities, and ensure the appropriate people are engaged and are doing their role effectively (e.g. it is the sport director's responsibility to develop the season's schedule – the GM has to make sure the schedule is developed and that it is posted on the website by the relevant director by the date indicated)
- Coordinate and distribute materials for monthly board meetings (including developing the agenda in consultation with board members)
- Work with the club's member management system (Wild Apricot) to conduct club business e.g. oversee event registrations, process cancellations and refunds, make changes, monitor participation (training will be provided)
- Support relevant board member to organize and execute other events such as the Annual General Meeting, semi-annual Info Fairs, new member info nights, Chili Fest, etc.
- Negotiate and manage contracts (e.g. with hotels, restaurants and transportation companies for trips) and deal with other suppliers
- Respond to all incoming emails (~25 per day, more during peak period such as ski season) and phone calls (1-2 per day)
- Pay all bills (via cheque or credit card)
- Banking - make deposits/withdrawals (1-2 per month)
- Records management – business documents (e.g. invoices, insurance, trips, waiver forms, etc.) and trip documents (itineraries, participant information, rooming lists, etc.)
- Contribute to Strategic Plan initiatives (still under development)
- Maintain club insurance
- Provide support to all Executive members
- Liaise with HOC committees, as necessary

- For day trips:
 - send attendance lists to leaders 48 hours in advance of event, ensure trip leader has access to required documents (waiver, ski rental forms, etc.)
 - watch for cancellations and find substitutes if possible
 - monitor ski bus attendance and work with the Ski Director to monitor conditions at ski resorts, communicate with attendees/bus company/resorts as required on a timely basis

- For extended trips:
 - Work with trip leader and sport director to:
 - develop board proposal if necessary
 - determine needs and arrange for transportation/accommodation as required
 - communicate with members, attendees and technology director as appropriate

Qualifications and Skills:

- You really enjoy interacting with different people on different matters
- Your time is flexible and you are available when necessary in the evenings and on weekends
- You are comfortable working with technology (emails, Google Docs, data bases) (training will be provided)
- Strong organizational skills for maintaining club records
- You are able to work independently without supervision, make decisions on administrative matters, solve problems, ensure appropriate communications are completed
- You communicate with members, suppliers and the public using utmost tact and discretion
- You value integrity, volunteerism, growth and development
- Your enjoyment of at least one of our sports would be beneficial!

Remuneration:

\$790.00 per month, annual trip allowance of \$1,500, reimbursement of vehicle expenses, technology equipment as required

Please indicate your interest in this important position by sending a letter to Madeleine Davidson at msdavidson0000@gmail.com. In your letter, please indicate why you are interested in this role, and tell us a little bit about your personal history with HOC. Please identify the skills you have that will meet the needs of HOC, and indicate your (general) time availability. To find out more about HOC, please visit www.haltonoutdoorclub.ca