



LINDEN WOODS
COMMUNITY CENTRE

JOB POSTING: General Manager

CLOSING DATE: March 12th, 2024

JOB TYPE: Renewable Term, Full-time

JOB LOCATION: 414 Lindenwood Dr. W, Winnipeg

The General Manager is the face of the Linden Woods Community Centre, responsible for overseeing the day-to-day operations, staffing, maintenance and programming of the Centre, under the direction of the Board of Directors.

RESPONSIBILITIES

- Attends the general office, engaging the community and responding to general inquiries.
- Administers a comprehensive set of recreation, leisure, and sports programs to meet the needs of the community and provides leadership in developing new programs.
- Hires, manages, and supervises employees.
- Ensures the building and grounds are safe and well maintained, meeting City of Winnipeg safety standards.
- Manages rental bookings.
- Collaborates with the Treasurer, President, Board and Staff to ensure the financial stability of the LWCC through revenue-generating operations, special projects, and applications for grants and other partnership opportunities.

QUALIFICATIONS & EXPERIENCE

- Self-directed and able to work independently with minimal supervision. Results-oriented and motivated to achieve excellent community service.
- Strong interpersonal and public relations skills; good written communication skills. Able to represent LWCC effectively and professionally at all times.
- Experience managing and/or supervising staff.
- Knowledge of Microsoft Word and Microsoft Excel.
- Knowledge of the day-to-day operations and administration of a community center is an asset.
- Basic financial management such as preparation of program and project budgets or making grant applications would be considered an asset.

Please note that the successful candidate must maintain a valid Class 5 Manitoba driver's license and have access to a personal vehicle. A satisfactory criminal record check with a vulnerable sector search will be required for the successful candidate.

TO APPLY

Please apply by **Tuesday, March 12th at 4:00 p.m.** by emailing a cover letter and resume to president@lindenwoodsc.com

We offer a competitive salary commensurate with experience.

ABOUT THE CENTRE

The Centre is located in the heart of the Linden Woods community in the South-West quadrant of Winnipeg. The Centre provides a broad range of recreational, leisure and sport activities for Linden Woods residents of all ages. Learn more at www.LindenWoodsCC.com.