

COMMUNITY CENTRE GENERAL MANAGER – JOB DESCRIPTION

Deadline to Apply: January 15, 2024,

Email A cover Letter & Resume to Office@gcwcc.mb.ca

About Maples Recreation Association Inc.

Maples Recreation Association Inc is a diverse non-profit, multi-venue community centre situated in Winnipeg, Manitoba. There are three buildings, the main building on Adsum Drive, the Multiplex Arena, and the Elwick Community Building on Maberley Road. The Centre offers a wide range of programming. The successful candidate will be responsible for the day-to-day facility operations and will work closely with the office manager and operations manager.

SUMMARY:

The Community Centre General Manager reporting to the Executive Director of General Council of Winnipeg Community Centres (GCWCC) and the Steering Committee, will have the responsibility for the overall management and operations of the buildings, grounds, and staff at the Centre.

This is a full-time position, working primarily Monday to Friday with hours being determined by operational needs. Occasional weekend hours may be required. A maximum of 40 hours per week will be worked at a salary to be negotiated.

Objectives of this role:

- Review and improve organizational effectiveness by developing processes, overseeing employees, establishing a highly motivational work environment, and implementing innovative changes.
- Adhere to organization's standards for excellence and quality.
- Seek out opportunities for renovations and growth by developing new business relationships.
- Provide guidance and feedback to help others strengthen specific knowledge/skill areas.

RESPONSIBILITIES:

- Oversees the day-to-day operations, ascertains daily work to be completed and staff to required to do it.
- The Operations Manager and Office Manager report directly to the General Manager
- Oversees the Recruitment, onboarding, and training of all employees.
- Ensures that any applicable paperwork is completed i.e. Child Abuse Registry Checks, Workers Compensation Reports, etc.
- Reviews and approves payroll hours for other staff prior to submitting it to payroll.
- Applies for and administers all grants on behalf of the centre in consultation with the GCWCC/Community Centre Board of Directors.
- Familiarizes themselves with the GCWCC Accountability Manual
- Ensures proper administrative records are kept.

- In consultation with the GCWCC/Community Centre Steering Committee negotiates and administers all service contracts.
- Reviews all orders for supplies, invoices, deposits, payroll and rental contracts.
- Attend Community Centre Committee and Board meetings.
- May need to attend occasional meetings as the Community Centre representative.
- Sees that all Universal Funding accountability requirements are met to ensure the release of the centre's operating grant.
- Schedules and oversees work done in the centre by outside contractors (from an approved City of Winnipeg list of contractors).
- Establishes and maintains safe work procedures.
- Schedules regulatory inspections as required.
- Attend yearly City of Winnipeg Inspection(s) and address any concerns.
- Reports all insurance claims promptly to the City.
- Other duties as assigned.

Required Skills and qualifications.

- Prior management experience
- Excellent communication skills
- Strong decision-making ability
- Excellent communication, collaboration, and delegation skills
- Proven ability to develop and achieve financial plans
- Ability to motivate and lead employees and hold them accountable.
- Strong working knowledge of operational procedures

Preferred Skills and Qualifications

- Experience in conducting performance evaluations.
- Working knowledge of human-resources processes
- Customer Service skills

Conditions of Employment

- Valid Driver's license
- Must be legally eligible to work in Canada.
- Must be physically able to complete the job duties, including lifting/moving up to 40 pounds, ability to stand, walk, bend and crouch, and ability to work in and out of doors during a variety of weather conditions.
- A background check including a Police Information Check with Vulnerable Sector, satisfactory to the employer, will be required of the successful applicant at the employer's expense prior to commencing employment.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, national origin, ancestry, gender, sexual orientation, gender identity, age, disability, marital status or any other characteristic prohibited by law.

Salary \$60,000 to \$65,000