

**Champlain Community Centre  
282 Niverville Ave,  
Winnipeg, MB R2H 3G2, Canada  
Send cover letter/resume to: [umcook52@gmail.com](mailto:umcook52@gmail.com)**

### **Job Description**

Job Title: Community Centre Manager

Responsible to: Champlain Community Centre (CCC) Executive Committee

Responsible for: The efficient and successful coordination of the Centre's services, operations and building. Staff management responsibilities for canteen and janitorial staff.

Hours: At least 20 hours per week. Variable. Evening and weekend work is required in this post. If overtime is needed, it will require prior approval from the board representative. Overtime must be taken as time off in lieu, within 90 days.

Rate of Pay: \$24.00 per hour

Requirements: Valid Class 5 Driver's License, Criminal Record Check (required within three months of accepted job offer).  
First Aid training and WHMIS training preferred.

### **Main Purpose**

The Centre Manager is a core post in the Champlain Community Centre. A varied role, incorporating face to face work with a broad range of community members and organizations, general maintenance of building and grounds, staff management, and operations. The role is pivotal to the smooth and successful day-to-day running of our busy, vibrant community centre.

### **Duties and Responsibilities**

As directed by the CCC Board of Directors

Champlain Community Centre is seeking a self motivated facility manager to oversee facility and grounds operations at multiple locations including the upkeep of building and grounds to adhere to health and safety standards and legal requirements. A valid G class license is required as tractor operation may be required. This is a 20+ hour role as there are seasonal requirements including outdoor maintenance in the summer and winter months. Must be able to lift 50lbs and some manual labor is required including snow clearing and cleaning duties.

A qualified individual will be able to work alone, be adaptable, identify priorities, delegate responsibilities to a team, train employees on proper procedures, create and maintain

relationships with clients and board and ensure a safe workspace indoors and out for staff and clients. Manage administrative priorities including; managing company mailbox, creating systems, managing promotions, event planning, correspondence with board, creating client and rental agreements, staff and facility scheduling, follow-up and review job performances of employees, coordinating with board as required.

These are typical duties; actual tasks may vary depending upon circumstances.  
The Community Centre Manager (CCM) is to perform or to supervise staff to carry out the following:

## **Caretaking Duties**

### **Daily**

- Clean all washrooms within CCC including toilets, sinks, mirrors and floors.
- Remove all garbage from washrooms.
- Ensure that the front entrance is clean.
- Pick up all garbage from within and from outside CCC.
- Sweep and/or mop all floors.
- Bring in the mail; sort and distribute as appropriate.
- Remove snow from the sidewalks and entrances (front and side).
- Inspect the playground and rink for broken glass and other hazards.

### **Weekly**

- Remove any tape from the walls after rentals or events.
- Clean windows and doors of the main entrance.
- Collect any garbage from the CCC area, playground and hockey rink.
- Clean kitchen sinks and countertops.
- Set up for events, as required.
- Cut grass as required.
- Maintain ice rink as required.
- Perform yard maintenance as required, such as weeding and raking.

### **Bi-Weekly**

- Clean all interior windows.
- Clean all exterior windows and doors.
- Remove weeds from the hockey pen, the ball diamonds, and in the playground area.
- Clean the stove and the refrigerator.

### **As Required**

- Paint lines for the parking stalls in the parking lot.
- Remove graffiti.
- Replace light bulbs.
- Set up bulletin boards
- Clean equipment room and dressing rooms.

## **Administrative Duties**

### **Programming**

In conjunction with volunteers, administrate a comprehensive recreation and sports programs to meet the needs of the Champlain community.  
Provide leadership in the development of new programs as required.  
Keep current with developments in the field of sports and recreation.  
Act as a liaison with City of Winnipeg authorities.  
Act as a liaison between the CCC Board of Directors and CCC users.

### **Office**

Supervise and organize work at CCC.  
Apply for, and administer grants on behalf of CCC.  
Ensure proper records are kept.  
Provide monthly reports to the Board of Directors, and attend meetings as required.  
May develop and recommend operating policies and procedures for CCC to the Board of Directors for approval.  
May recommend fees and fee changes for various programs, sports and services to the Board of Directors for approval.  
Provide assistance with registration for programs and sports at CCC.  
Administer CCC facility rental bookings.  
Negotiate and administer service contracts.

### **Building**

Schedule and supervise work done in CCC by outside contractors.  
Ascertain daily work to be done, priority of the work, and schedule it accordingly. Decide who is to do the work – staff or volunteers.  
Carry out daily and preventive maintenance.  
Order and receive supplies required for the operation of CCC.  
Identify, evaluate and obtain estimated costs of any project of a major upgrade or capital nature for consideration by the Board of Directors.

### **Grounds**

Schedule and oversee grounds and outside work at CCC performed by outside contractors.  
Ensure that all grounds, including fields, rink and playground, are safe and well maintained.  
Operate tractor for ground maintenance may be required.  
Ensure that snow clearing from the parking lot and entrances is done in a timely manner.

### **Hall Rentals**

Provide facility rental information to potential renters.  
Meet with potential renters to show them the facility.

Take deposits from renters and complete the Hall Rental Agreements. Sign Hall Rental Agreements on behalf of the Board of Directors.  
Maintain an on-line and hard copy calendar of rentals.  
Deposit into the CCC bank account the rental deposit and payment.  
Provide the CCC Treasurer or bookkeeper with financial records from hall rentals.  
Arrange for refunds of deposit money as appropriate, e.g. When a replacement booking is secured.  
Ensure that all proposed events are of an appropriate nature for a community facility.  
Maintain canteen inventory levels and cleaning supplies.

### **Supervisory**

Recruit, supervise, assess, train and terminate other paid staff as needed and as approved by the Board of Directors.

### **Summary of General Duties**

- Unlock building and act as the contact person for programs taking place in the Centre
- Oversee operation of canteen
- Perform general cleaning duties in building
- Perform general groundskeeping duties around building and in field
- Delegate tasks and projects to other Community Centre personnel as appropriate
- Perform general maintenance of interior and exterior of building

**If you are interested in applying to this position, please send resume and cover letter to Amy Shepherdson, Champlain Community Centre Board Member at [umcook52@gmail.com](mailto:umcook52@gmail.com)**