**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 and 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@lindenwoodscc.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](http://www.lindenwoodscc.com/).