

Group Events Assistant Coordinator – Job Description

The Group Events Assistant Coordinator role is a **part-time** support position, helping the coordinator provide the best possible experience for our staff and clients. You will play a vital role in making Granite Curling Club the foremost curling events destination in the region! This position runs for about 10 months out of the year with minimal work over the summer while the curling club is closed.

The Assistant Coordinator should expect to work **2-5 days per week** and on an as-needed basis to cover for the coordinator when they are unavailable, out of town, etc.

The Wage for this position is \$23.00 per hour with a minimum 6 hours of admin duties each week (during the season). The time spent doing Admin duties are above and beyond the hours you would collect for working as a host or instructor for our events.

Primary responsibilities include:

- Answer Group Events email and voicemail
- Ensure payment is received for group events through Square and booking page, including any spectator or cancellation fees
- Coordinate booking page content and reservations through SquareSpace
- Coordinate staff, including training and shift scheduling
- Manage the Kraken events per the contract when the GEC is not available
- Respond to staff questions or concerns, or redirect to Coordinator / Board when appropriate
- Respond to customer questions or concerns, or redirect to Coordinator / Board when appropriate
- Create and maintain training and safety materials
- Assist with rental data collection and record keeping
- Assist Coordinator in any tasks or issues, as needed