



JOB POSTING

COMMUNITY CENTRE MANAGER

MEADOW CREEK, BC

The Lardeau Valley Community Club is seeking a reliable, organized, and community-oriented Manager to lead the day-to-day operations of our multi-purpose community facility.

Position Overview

The Manager is responsible for the smooth operation of the Community Centre, including rentals, programming, maintenance coordination, community engagement, and general administration. This is a key leadership role that serves as the primary point of contact between the Board, staff, volunteers, and the broader community.

Key Responsibilities

- Manage hall rentals, bookings, and invoicing
- Coordinate events, programming, and community initiatives
- Oversee maintenance, janitorial, and campground operations
- Handle advertising, newsletters, and social media
- Support Board meetings and provide operational reports
- Manage staff, volunteers, and contractors
- Community engagement and customer service

Qualifications

- Strong communication, organizational, and customer service skills
- Ability to work independently and as part of a team
- Forward-thinking with creative problem-solving abilities
- Previous experience managing operations or facilities (preferred)
- FoodSafe certification (or willingness to obtain)
- Reliable, professional, and community-minded

Compensation & Hours

- Approximately \$30,000 per year (~\$24/hour)
- Expected 24+ hours per week (flexible schedule, including some evenings and weekends)

Application Process: via email (below).

Application Deadline: Friday, May 22, 2026

Interviews: May 25–27, 2026

Hire Date: May 28, 2026

Orientation & Board Social: May 29, 2026

Start Date: June 1, 2026

We are looking for someone who is passionate about community building and wants to play a central role in making the Lardeau Valley Community Centre a thriving hub for our region. We thank all persons applying. Only those selected for an interview will be contacted.



Please submit your resume and cover letter to:



board@lardeauvalleycc.ca