



Kelowna & District Fish & Game Club

Operations Manager

Established in 1904, the Kelowna & District Fish & Game Club is engaged in and respected for its conservation activities and advocacy. The Club operates a 40-acre property with Clubhouse facilities and licensed shooting ranges for shotgun sports, pistol, archery, an indoor shooting range and long-range rifle shooting. The club has also been used extensively by local policing authorities as a firearms training facility and maintains an outstanding relationship with local law enforcement professionals throughout our region.

Working closely with the President and Board, you will execute on the organizational goals and objectives defined by the KDFGC Board of Directors. This includes, and is not limited to, strategic management of Membership, Administration, Volunteers, Facilities, and Safety within the club. Working closely with the Treasurer and accounting staff, you will hold responsibility for managing the club's annual budget, overseeing club staff, maintaining the club's facilities and equipment, and ensuring the club's activities comply with all provincial, and federal regulations. The role involves implementing and enforcing safety policies as well as planning events and activities for club members and takes a leadership position in creating and promoting the club's conservation and firearms advocacy objectives. The Operations Manager is a member of the club's leadership team and plays a key role in ensuring that the club provides a high-quality experience for its members and guests.

Specific accountabilities include:

- Oversight of membership services – new member registration, renewals and retention, orientation, safety training, communications, commercial users, volunteer recruitment and management
- Creation of a safe environment in all the outdoor and indoor ranges
- Leading the Firearms Academy team in new member orientation, Instructors, firearms training courses, Range Safety Officer selection, training, and supervision

- Ensuring compliance with all firearms and range licensing requirements both Provincial and Federal.
- Managing and developing relationships with Commercial range users, including RCMP
- Proactively developing and maintaining a detailed maintenance schedule for all ranges, grounds and buildings, and supervising maintenance staff.
- Perform Chief Range Safety Officer duties, including infractions investigations.

To be considered for this opportunity, you have excellent verbal and written communication skills coupled with experience in the preparation of detailed reports for senior executives. You are a “big picture” leader, tactical problem solver, deal effectively with competing priorities and well respected for your ability to work well under pressure. You are known for your professional demeanor, and skills in conflict resolution. As an experienced strategic management leader, you are known for your ability to execute and deliver results on time and within budget. You hold your team accountable and are known for setting work objectives that are aggressive yet realistic. You hold a valid RPAL and safety training and maintain a comprehensive and current knowledge of applicable laws/regulations pertaining to legal firearms use in Canada. Ideally, you have your Level 1 First Aid Certification or are willing to obtain it. You are passionate about, committed to and grounded in Fish and Wildlife Conservation as an individual.

Are you self-motivated, looking to take on a new challenge where you can make a difference and enjoy both responsibility and accountability? Are you ready to join one of British Columbia’s most progressive and respected Fish & Game Clubs? If so, please forward your resume in confidence, quoting assignment KDFGC, to grantsmith@waterhousesearch.com. For more information, please call GrantSmith CHRP at (604) 806-7715

We sincerely thank all candidates for their interest; however, only those selected for an interview will be contacted.