

ROYAL CANADIAN LEGION BRANCH 065
331 Main St, Tofino, BC
Operations Manager – Job Description

Position Summary

The Operations Manager is responsible for the day-to-day administration and operational coordination of the Branch. The Operations Manager acts with authority as delegated by the executive committee. The position supports the President and Executive by implementing approved policies, coordinating branch activities, supervising staff and volunteers where assigned, and assisting in the efficient operation of the Branch facilities and services.

Royal Canadian Legion Mission

To serve Veterans, including serving military and RCMP members and their families, to promote Remembrance and to serve our Communities and our Country.

Reporting Relationship

The Operations Manager reports directly to the President acting on behalf of the Executive Committee. Committee Chairs may request operational support through the President or designated Executive liaison.

Core Responsibilities

- Implement and manage day-to-day branch operations.
- Coordinate facility bookings and event logistics within the parameters of guidelines set by the Executive.
- Act as primary contact for facility users.
- Ensure facilities are prepared for events and rentals.
- Monitor inventory and purchasing controls.
- Maintain inventory controls and monthly stock counts.
- Carry out bar operations responsibilities.
- Work bar shifts (Friday evenings and other events as they come up).
- Maintain appropriate cash handling procedures.
- Prepare budgets and provide quotes for purchases to be approved by the board
- Coordinate payroll information.
- Coordinate cleaning and maintenance contractors and other service providers.
- Maintain operational records and branch documentation.
- Assist with preparation of reports for the Executive.
- Ensure compliance with Legion by-laws, branch policies, liquor licensing, food safe and other applicable regulations, and reports all non-compliance to the executive in a timely manner

Other Responsibilities

- Provide board approved marketing and communications for the branch to Legion members and the public
- Facilitate building maintenance tasks – which would include finding quotes, preparing proposals for Executive approval and coordination
- Provide janitorial services to the branch – at least 1 full clean a week, and post event cleans

Qualifications

- Management or supervisory experience.
- Strong communication and organizational skills.
- Comfortable with Microsoft Word, Excel, and Outlook.
- Experience in hospitality, events, non-profit, or service club operations considered an asset.
- Bar experience considered an asset.
- Valid Serving It Right certification.
- Valid Food Safe certification considered an asset.
- Class 5 drivers license & vehicle you can use for work an asset (liquor pick ups)
- Criminal record check required.
- Legally entitled to work in Canada for at least two years from start date.
- Local accommodation.

Working Conditions

- Working onsite at the Tofino Legion, 331 Main St, Tofino, BC
- Flexible work schedule including evenings, weekends, and holidays.
- Minimum guaranteed hours starting at 25 hours per week with the expectation that this position can expand within 1 year.
- Lifting up to 50lbs.
- Housing is not available.
- Compensation \$25-\$30/hour based on experience and qualifications to be determined by the Executive Committee.
- Expected start date: September, 2026.

Application

- Please email a cover letter and resume to admin@tofinolegion.ca. Applications without a cover letter may not be considered.
- Successful candidates will be contacted by the hiring committee with next steps.
- Applications will be open until position is filled.