

CAMP OLAVE MANAGEMENT COMMITTEE SITE MANAGER COMMITTEE CHAIR – JOB DESCRIPTION

PURPOSE

To manage the Camp Olave Management Committee's standing sub-committee of Site Managers.

RESPONSIBLE TO

Camp Olave Management Committee (COMC)

TERM OF OFFICE

Appointed by the COMC

Term renewable to a maximum of three (3) years

Voting member

QUALIFICATIONS

- Organizational and administrative skills
- Diplomatic and conflict handling skills
- Communication skills, both written and verbal
- Understanding of property management, an asset
- Experience with Girl Guide camping, an asset
- Computer skills (e.g., Word, Excel, online forms, and Zoom calls)
- Good standing with the Girl Guides of Canada.
- Active member of Lions or West Coast Area.
- Knowledge of Camp Olave and the purpose of the COMC.
- Current Safe Guide training and awareness.

RESPONSIBILITIES

- Plans and facilitates a minimum of four meetings of the Site Managers committee per year, ensuring meeting dates follow a COMC meeting, and/or are prior to a work weekend.
 - Circulates a meeting agenda to all Site Managers, at least 48 hours prior to a meeting.
 - Ensures meeting minutes are circulated to all Site Managers and the COMC chair within two (2) weeks of the meeting. *Note: May assign/request a secretary from within the committee.*
- Plans the Fall and Spring work weekends, which includes
 - establishing dates with the COMC and booking the weekends
 - preparing a budget with COMC approval
 - advertising for volunteers, and coordinating their transportation, support and needs at camp, and
 - coordinating quarter master and any staff support/requirements.
- Plans time to maintain their own site if they have a site, prior or after a work weekend.
- Stays abreast of each Site Manager's site plans and activities.
- Provides Site Managers with the budget template to submit their projected budgets, and confirms with the Treasure Team the deadline for collecting the budgets.
- Requests Site Managers advise of any property improvement short-term or long-term needs/goals, such as roof replacements, and passes these onto the COMC Chair.
- Provides support to Site Managers to prepare Capital Grant applications approved by the COMC.
- Suggests Site Managers follow the camp's general timeline of annual responsibilities, such as cleanings, safety checks, and appliance maintenance.

- Ensures that Site Managers complete and submit an Annual Maintenance Log form for their site.
- Works with camp's Maintenance Manager and Caretaker (staff), by
 - supplying them with a current Site Managers contact list
 - introducing new site managers
 - communicating applicable site and staff information/activities, and
 - coordinating the collection of maintenance and evaluation information from campers.
- Supports the requests of the COMC Health and Safety Coordinator in relation to sites.
- Encourages Site Managers to coordinate supply needs with COMC Supplier Coordinator.
- Reviews expectations of the Site Managers required orientations with Contact Guider or their designate prior to their booking.
- Ensures that accurate records are kept with respect to camp improvements and projects as well as major purchases. These reports are kept by the Site Manager Chair, to ensure a permanent record is available and maintained.
- Ensures that new and retiring Site Managers iMIS records are updated.
- Attends the COMC meetings.
 - Provides the COMC with a report of the site updates and needs.
 - Advises the Site Managers' Representative to speak on their behalf, if the Site Manager Chair must miss a COMC meeting.
- Keeps Site Managers current with COMC plans that are applicable to them.
- Advises COMC and Nominations Coordinator of a vacant Site Manager or Site Assistant role.
- Mentors new Site Managers in their new role.
- Alerts the COMC of any issues with a Site Manager, that support would benefit reaching a solution.