

Weekend On Site Camp Manager

This job is a weekend position – Friday morning to Sunday afternoon. Accommodation is provided. Employment runs from September 1st to April 30th. There is an option that this position may include full time work from May 1 – August 31. The added responsibilities include supervising two lifeguards who live onsite during these months, and assisting/organizing programs offered to our campers.

PURPOSE OF THE JOB:

To ensure, in co-operation with the Camp Olave Management Committee (COMC), that Camp Olave is a secure, safe, well –maintained facility enjoying good relations with Guiding members and the local community.

RESPONSIBLE TO:

Camp Olave Management Committee through the Personnel Coordinator of the Camp Olave Management Committee

QUALIFICATIONS:

- Have awareness of the purpose and the direction of Camp Olave and the Vision, Mission and Guiding Principles of Girl Guides of Canada
- Be reliable, show initiative and ability to work efficiently without supervision
- Be computer skilled enough to send emails and monthly reports
- Have great interpersonal skills
- Provide a Police Record Check to the Girl Guides of Canada every 3 years.

RESPONSIBILITIES:

- Assist COMC to adhere to the health and safety requirements of Safe Guide, the Province of BC and the municipality of Sechelt, as well as fire and insurance regulations.
- Check campers into their campsite and checks them out when they leave.
- Is the usual person who fields complaints or concerns from the campers
- Ensures campers are following safety rules
- Liaises with maintenance crew and cleaning crew
- Keeps an open dialogue with the Personnel Coordinator of the Camp Olave Management Committee
- Collects crest orders and distributes same to the campers
- Orders supplies – cleaning products, toilet paper etcetera
- Picks up mail and sends to appropriate person
- Ensures that each site has sufficient supplies prior to their arrival



- Submits a monthly written report to the Camp Olave Management Committee
- Complies the monthly bed night count and submits to the Camp Olave Management Committee
- Provide archery training for Guiders (in off season when lifeguards not on site)
- Coordinate Camp Olave's role in the event of a natural disaster with the Sunshine Coast Emergency Program

If you wish to apply for this position, please send a cover letter and resume to hr@girlguides.ca

