

## COMC Site Managers

The Camp Olave Management Committee (COMC) is looking for volunteer site managers to maintain their sites at Camp Olave in Sechelt, BC. This position consists of both virtual and in-person duties and responsibilities that include the following:

- Visit the site in person on a recurring basis – a minimum of twice a year – including at least one overnight visit to personally inspect the facility. Check equipment and facility and determine short/long term goals to keep the site sustainable and safe
- Monitor bookings throughout the year and contact the on-site responsible guider to provide orientation in advance of each rental
- Actively participate in Site Managers' meetings and attend scheduled spring and fall work weekends in person
- Purchase site supplies and equipment
- Create/maintain site-specific records, including the following:
  - Inventory of all equipment updated annually and photos of the site and its contents
  - Site log/annual report
  - Warranty information
  - Site changes and project impacts that may interfere with the booking of the site
  - Annual budget requirements incorporating maintenance and equipment replacement needs, as well as short/long term goals
- Coordinate and assist with jobs at site on work weekends

Building, landscaping, or mechanical ability/experience is not essential for this position; however, it would be considered an asset.

\*\*Any interested West Coast Area and Lions Area Guiders who are able and willing to travel to Camp Olave as required are encouraged to apply. Applications will be vetted by a selection committee

If you are interested in this volunteer opportunity or if you would like further information, please email Pauline Quick at [Pauline\\_ca@telus.net](mailto:Pauline_ca@telus.net)

