

CAMP OLAVE MANAGEMENT COMMITTEE SITE MANAGER – JOB DESCRIPTION

PURPOSE

To ensure the designated Camp Olave site agreed to manage, is ready and safe for use by campers.

RESPONSIBLE TO

Camp Olave Management Committee (COMC)
Site Manager's Committee

APPOINTMENT

Approved by the COMC after a nomination and selection process.

QUALIFICATIONS

- Ability to perform and understand general site maintenance tasks
- Property management skills is an asset
- Organizational and communication skills
- Computer skills (e.g., Word, Excel, email and forms)
- Familiar with Camp Olave, and Girl Guides of Canada camping skill are an asset
- 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

- Attends the Site Managers' meetings and the spring and fall weekends.
- Contacts Site Manager Chair with any questions or concerns, or to ask for directives.
- Determines short and long-term goals in structure, appliances, and equipment requirements.
- Keeps site specific records such as
 - a site maintenance log
 - an annual inventory of equipment and appliance updates
 - the appliance and structural warranties, and stores them on site, and
 - the requirements for Capital Grant projects (e.g., before and after photos of project).
- Advises Site Manager Chair and Booking Agent if site work may interfere with site's bookings.
- Works with Health and Safety Coordinator to ensure site's health and safety requirements are met.
- Works with the Supplier Coordinator when supplies and services are required.
- Provides the Public Relations Coordinator with site updates for the Camp Olave web page, and site news items that might interest campers by supplying photos and write ups to post.
- Prepares an annual site budget using the template provided by the Treasurer Team.
- Makes purchases for the site within their COMC approved budget.
- Communicates any structural, skilled labour jobs, or large job plans to the Site Manager Chair prior to commencing any work, as approval will be required.
- Develops a site action plan for a work weekend; including, how many volunteers and skills required.
- Provides site orientations to booking contact Guiders, in advance of their bookings.
- Advises the Site Manager Chair of environmental challenges (e.g., wildlife, flooding or erosion).
- Organizes site work stays/visits at camp with Booking Agent and Site Chair Manager, then advises Caretaker of arrival/departure times and provides an emergency contact list.
- Provides continuity to a successor when retiring from your site role.