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## **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.