



Position Description

Title:

Site Manager

In concert with the purpose of Inter-Varsity Christian Fellowship of Canada: the transformation of youth, students and graduates, in all their ethnic diversity, into fully committed followers of Jesus Christ, this position is to provide leadership over all the site management at Pioneer Camp Manitoba. The Site Manager will lead and manage the operational aspects of Manitoba Pioneer Camp in a manner consistent with these priorities, ensuring all facilities are functioning efficiently, cost effectively and meet or exceed the current standards including but not limited to OCA (Ontario Camping Association), LSS, Building Department, Health Department, Ministry of the Environment (MOE), Fire Department, Health and Safety and InterVarsity Camping standards in addition to municipal, federal and provincial standards. This includes direct management of the camp properties and significant contribution to summer camp and year-round retreat and conference activities.

Primarily, the Site Manager coordinates all day-to-day site and infrastructure (non-program) sites at the camp. As a member of the year-round Manitoba Pioneer Camp team, the Site Manager also contributes to other program components of camp as needed.

Reports to	Executive Director, Pioneer Camp Manitoba
Direct Reports:	Maintenance Staff
Internal Relationships	Camp Leadership Team Other CSR/Pioneer Site/Maintenance Staff
External Relationships:	Vendors Contractors Representatives of government ministries (e.g., Public Health, Ontario Ministry of the Environment, Ontario Ministry of Natural Resources) Pioneer Camp Site Committee Alumni, Volunteers and Donors

Personal Development and Key Responsibilities:

Personal Development

- Growing personal relationship with Jesus Christ
- Sense of calling to the mission of InterVarsity and alignment with vision and values
- Life-long learner who values the discipleship of mind, body and spirit
- Develops areas of expertise related to job assignments
- Achieves and maintains personal fundraising targets

Supervision

- Supervises maintenance staff, spring crew and volunteers
- Supervises and teach skills to volunteers(how to use equipment/tools)
- Oversees contractors

Leadership

- ❑ Creates a positive team environment, maintaining a healthy working relationship with staff, co-workers and volunteers
- ❑ Exemplifies servant leadership and a genuine love for the Lord, and is a role model for the team
- ❑ Keeps the vision and mission of the organization in focus and communicates that vision effectively
- ❑ Offers input/suggestions to long-term development of site and facilities that affect Year Round Programs

Day-to-Day Maintenance (Using skills or calling relevant expert/specialist)

- ❑ Oversee purchasing of supplies and maintaining an inventory
- ❑ Clean fleet of vehicles and boats
- ❑ Maintain and repair boats, water system, waste water system, and other equipment
- ❑ Trash and recycling
- ❑ Oversee utilities: water representative, Hydro, Propane
 - Including reporting to public health & MOE
- ❑ Heating: keeping wood pile stocked
- ❑ Coordinate contractors
- ❑ Fire Safety
- ❑ Water Testing and reporting
- ❑ Opening and closing of seasonal sites
- ❑ Maintenance of water and septic systems

Facilities Improvements

- ❑ Develop in coordination with the Generation to Generation Director a 5 to 10 year site maintenance submit to Director for review
- ❑ Work with Generation to Generation Director to over see capital projects
- ❑ Coordinate/plan facilities upgrade (including permits and other licensing needed)
- ❑ Set up and take down summer program equipment (docks, water system, boats, seasonal storage items, etc.)
- ❑ Contributes to plan and prepare for Manitoba Camping Association Accreditation and follow through on items needing to be monitored

Camp Contribution

- ❑ Spiritual mentorship and discipleship of maintenance staff and volunteers
- ❑ Participates in summer camp program facilitation as appropriate
- ❑ Participates in planning meetings as appropriate

Public Relations, Marketing and Fundraising

- ❑ Raises annual personal support
- ❑ Personal fundraising for the mission
- ❑ Participates in fundraising efforts of camp budget and camp projects (explore and act on any program specific fundraising opportunities)
- ❑ Participates in various Pioneer Manitoba promotional events
- ❑ Communicates regularly with prayer and financial supporters

Key Outcomes:

- ❑ All aspects of camp operation are well managed, ensuring good care of the property and facilities in accordance with the principles of good stewardship
- ❑ The shop and maintenance yard is well organized
- ❑ Equipment is well maintained
- ❑ A 5-to-10-year site plan is developed, approved, executed and adjusted annually or as needed
- ❑ The quality of the facilities contributes to all staff, campers and guests

Qualifications

Ministry

- ❑ A personal relationship with Jesus Christ and clear evidence of growth as a disciple
- ❑ Annual signed affirmation of InterVarsity's Statement of Faith & Core Commitment Agreements
- ❑ Understanding of InterVarsity's purpose and mission with a strong desire to advance goals

Knowledge, Skills & Abilities

- ❑ 3 – 5 years working knowledge of property/facilities management, building maintenance, building construction and project management
- ❑ Excellent organizational and project management skills
- ❑ Leadership & Supervisory skills
- ❑ Customer Service Skills
- ❑ Mechanically Minded/ ability to seek new skills and learn be self-taught
- ❑ Efficiency (use time wisely)
- ❑ Ability to work within a budget
- ❑ Ability to work effectively with others to achieve optimal collective results
- ❑ Flexibility to work irregular and extended hours is required
- ❑ Willing to Locate to Camp for 5 months each summer from may till end of September

Education and Experience

- ❑ Chainsaw certification (current)
- ❑ Ontario Operation of Small Drinking Water Systems Certificate
- ❑ Ontario Water Treatment Class 1
- ❑ First Aid Certification (current)
- ❑ WHMIS Training
- ❑ Supervisory experience (staff and volunteers)