



## Position Description

### Title: Assistant Site and Facilities Coordinator

#### Purpose and Overview:

InterVarsity's purpose and mission is to inspire and equip emerging generations to **encounter** Jesus, **cultivate** Christ-centered faith, and **radiate** the transforming love of God in Canada and the world. In alignment with this purpose, the Assistant Property and Facilities Manager provides overall support to camp management and hands on implementation in all areas of maintenance, property and facilities management at Pioneer Camp Ontario.

#### Relationships:

Reports to	Property and Facilities Manager
Direct Reports	Maintenance Team Maintenance Volunteers
Internal Relationships	General Directors Camp Staff – Year-Round and Seasonal National Resource Centre Staff Other Pioneer and Circle Square Ranch Camps
External Relationships	Donors Guests and Volunteers Local Businesses and Contractors Government and Municipal Agencies

#### Key Responsibilities:

##### 1. Personal Development & Spiritual Growth

- Be a growing and developing disciple of Jesus Christ
- Be actively involved in a personal faith community
- Develop areas of expertise related to job responsibilities
- Attend staff retreats, and other training as designated by InterVarsity

##### 2. Management

- Assist in the development and implementation of a maintenance management system (including prevention, repair and construction)
- Together with the Property and Facilities Manager, provide a timely and prompt response to maintenance requests, meeting necessary benchmark objectives
- Make recommendations for purchasing equipment and supplies, maintain appropriate records and inventory
- Provide support in helping to manage camps natural resources, including forest and water quality management to ensure protection and proper utilization occurs

- Assist in the annual budget process in consultation with the Property and Facilities Manager
- Help monitor expenditures to ensure compliance with budget
- Respond to emergencies on site
- Represent the Property and Facilities on the camp management team when Property and Facilities Manager is not available, ensuring the integration of program and property to meet the needs of campers and the camp mission
- Assist in long-range planning for camp
- Work well with other departments and staff to ensure that a consistent level of service is maintained for guests and campers
- Ensures adherence to current government regulations

### **3. Fundraising**

- Participates in fundraising efforts for camp budget and projects, including achieving and maintaining personal fundraising targets
- Coordinate gifts in kind and donation of time and service for professional trades

### **4. Supervision of Staff**

- Assist in the supervision and scheduling of daily work activities of the maintenance team and volunteers
- Coordinate with Property and Facilities Manager to assign the day-to-day maintenance requests
- Train maintenance staff and volunteers in their job responsibilities
- Supervise any volunteers or groups of volunteers assigned to property maintenance

### **5. Property Maintenance & Equipment**

- Oversee the operation and maintenance of water systems, sewage systems, road maintenance, snow removal, landscaping and firewood supply
- Coordinate with Property and Facilities Manager to prepare schedules for routine maintenance and vendor contracts on equipment and services including but not limited to trash removal, recycling and fire suppression systems
- Ensure the safe operation of camp vehicles, and equipment by camp staff under his/her supervision
- Perform regular equipment, property and facility audits as required

### **6. Facilities**

- Ensure camp buildings and mechanical systems are properly maintained
- Coordinate with Property and Facilities Manager to make sure building repairs and maintenance are carried out on a systematic basis, as prioritized with the General Director
- Ensure the facilities are cleaned and prepared for guests, to satisfy a high level of guest satisfaction
- Help with winterizing and spring preparation of site buildings and equipment

### **Key Outcomes:**

- Camp facilities, equipment and sites are well managed, ensuring good care of property and facilities and equipment in accordance with principles of good stewardship
- Compliance with all health and safety regulations and procedures and to meet or exceed the current standards including but not limited to MOE, Fire Department, Health and Safety, and IVCF camping standards in addition to municipal, federal and provincial standards

### **Qualifications:**

#### **Discipleship**

- Personal relationship with Jesus Christ and clear evidence of growth as a disciple

#### **Communication**

- Outstanding interpersonal and communications skills both oral and written
- Self-starter with a strong work ethic
- Highly motivated and task oriented

- Excellent attention to detail
- Excellent conflict management and problem-solving skills
- Proven ability to work collaboratively and effectively with team members at all levels
- Ability to see the collective needs of the organization

### **Knowledge, Skills and Abilities**

- This position requires working knowledge in areas of painting, carpentry, electrical wiring and controls, plumbing, water and sewage treatment, vehicle and machinery operation, including maintenance. Certification in any of the areas listed, would be considered an asset.
- Project management skills (manage detail, prioritize and delegate)
- Knowledge in Word, Outlook, Excel and a willingness to learn new programs and applications
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- Readily adapts to current and new technology

### **Education/Experience**

- College education or the equivalent combination of training and experience
- Camp experience considered an asset
- Valid "G" drivers license
- WHIMS and Health and Safety training
- Experience in facility and site management, maintenance and construction, and project planning
- Ability, both visual and auditory to identify and respond to safety and environmental hazards and inform campers, staff and guests
- Physical strength to lift equipment and supplies (up to 40lbs)
- Ability to safely and properly use power tools and equipment

### **Other**

- Flexibility to work irregular, weekend and extended hours is required