



Job Description: PROPERTY MANAGER

Responsible to

Executive Director

Job Purpose

This position will oversee the care of the Malagash Bible Camp grounds and facilities to ensure that camp is safe, well-functioning, and presentable throughout the summer camp season.

Duties and Responsibilities

The Property Manager has three major areas of responsibility:

Site Improvement and Maintenance

- Ensure that the camp's grounds are clean and properly maintained. Examples of grounds related maintenance include: ensuring that the grass is cut, removal of dead trees, flower beds weeded, up-keep of nature trail, up-keep of water front area, maintaining the parking lot and lane, appropriate tree planting and landscaping, and up-keep of playground equipment.
- Ensure that camp buildings and mechanical systems are clean and properly maintained. Building repairs and maintenance are to be carried out on a systematic basis, as prioritized with the Executive Director. Examples of camp building maintenance include: painting, replacing torn window screens, minor plumbing and electrical repairs, repairing bunk beds and other furniture, stripping and waxing dining hall and kitchen floors. Examples of mechanical systems requiring regular monitoring and maintenance include: furnaces and hot water heaters, R/O water treatment system, sewage pump system, and vacuum cleaners.
- Ensure that camp vehicles and machinery are kept in good working order. Examples of camp vehicles and machinery include lawn mowers, trimmers, chainsaws, ATV, camp car/truck.
- Ensure that all sports and recreational equipment is functional, safe to use, and properly stored and secured
- Make recommendations to the Executive Director for budgeted repairs and maintenance, outlining costs and details
- Proactively recommend future maintenance needs and improvements to the Executive Director that are beyond budgeted amounts; outlining costs and details
- Purchase/Order maintenance supplies (ensure that adequate supplies are kept on hand for the day to day running of the camp) and check deliveries, forwarding approved invoices as directed by the Executive Director. This will include regular trips to Wallace and Tatamagouche and the occasional trip to Truro or Amherst
- Repair work may be done by the Property Manager himself/herself, if the capacity to do so exists. For work requiring specialized skills, the Property Manager can draw from a skilled volunteers list or engage the services of paid professionals to ensure that the needed repairs are taken care of properly.

Servant Leadership and Team Building

- Shepherd, train, and supervise any employees/volunteers assigned to property maintenance of camp, delegating tasks and projects as appropriate to an employee's/volunteer's skill set and

experience; this would include organizing and overseeing the weekly maintenance volunteers, special projects, and work parties

- Be responsible operating and ensuring the safe operation of camp vehicles, equipment, and appliances by maintenance staff under his/her supervision
- Be responsible for maximizing the health and safety of camp guests, employees and volunteers
- Attend morning staff meetings and devotions.

Communication, Reporting

- Maintain an open and positive line of communication with the Executive Director concerning all areas of property maintenance and maintenance staffing
- Maintain inventory of cleaning and maintenance supplies and notify Executive Director of supplies needing to be ordered
- Maintain inventory of Tuck Shop food, clothing, and general merchandise and notify Executive Director of supplies needing to be ordered
- Report all major areas in need of improvement or repair to the Executive Director prior to commencing work
- Turn in all invoices and receipts to Executive Director in a timely manner
- Other duties, as identified by the Executive Director

Qualifications

The Property Manager will meet the following criteria:

- *Christian Testimony*: have a clear testimony of faith in Jesus Christ and display appropriate evidence of continued and passionate spiritual growth; be willing to submit to and teach when necessary the items included in the Statement of Faith and the Statement of Values of Malagash Bible Camp
- *Moral Purity*: have a verifiable history of commitment to living a holy life, practicing Christian discipline, and where continued struggles may be evident, be willing to be subject to accountability from godly leadership; be willing to abide by the Code of Conduct of Malagash Bible Camp
- *Passion for Camping Ministry*: recognize the importance and value of Christian camping, and be able and willing to present the Gospel message in a clear and relevant manner
- *Work Ethic*: be an initiator and self-motivator with a commitment to doing a task well and in good time
- *Outlook*: be a visionary and a pioneer, always looking for new ways to enhance the property and infrastructure of Malagash Bible Camp
- *Team Player*: be teachable, willing to be held accountable, and ready to work with others
- *Professional Experience and Knowledge*:
 - High school diploma or equivalent, with some college or technical school training preferred
 - Basic knowledge and skills in carpentry, plumbing, electrical, mechanics, and general maintenance repairs
 - Own proper work/safety clothing appropriate to personal size and comfort (examples may include steel-toed boots and chainsaw pants)
 - Completed and clear Criminal History and Vulnerable Sector background check
 - Possess a valid Nova Scotia driver's license and be capable of operating a range of equipment
 - Detailed, organized, and clean
 - Experience supervising others, the desire to mentor young people, and the ability to get along well with children, youth, and adults
 - Have or be willing to learn basic computer skills, be familiar with Microsoft Word, Excel, Email and Internet
 - Other current certifications seen as advantageous include: WHIMIS, FOOD SAFE, and First Aid training

Working Conditions

Term of Employment

The job of Property Manager at Malagash Bible Camp is a full-time, salaried position, hired on a seasonal basis (12 weeks), commencing Monday, June 5th, 2016, and ending on Sunday August 21st, 2016.

Hours of availability

Sunday, 1:30pm - 5:00pm

Monday - Friday, 9:00am - 3:00pm; 6:00pm - 8:00pm

43.5 hours total

Remuneration

Malagash Bible Camp is a non-profit organization which obtains its revenue from donations, camper fees, and periodic government employment grants; as such, we are not in a position to offer lucrative salaries. Furthermore, it should be understood that the position of Property Manager is as much a ministry as it is a job, and it may at times require an investment of time above and beyond the agreed hours of availability. Nevertheless, we attempt to offer our employees remuneration in keeping with guidelines for parallel industry standards.

A salary, paid bi-weekly, as agreed on by the Executive Director(s) and Camp Treasurer will be negotiated, depending on expertise and experience. Housing is provided for the term of employment. For taxation purposes this is considered as a "taxable benefit" at a rate of \$25 per week. Meals are provided during the regular operating hours of camp.

Negotiated salary: \$4000.00 for the 12 week term.

Agreement

By signing below, I confirm that I understand the job purpose of Property Manager at Malagash Bible Camp, have met the minimum qualifications of the position, submit the stated duties and responsibilities, and agreed to the terms of the working conditions.

Signature of Applicant

Date

Signature of Executive Director

Date

Approved by	Jordan Allen, Board of Directors Vice President/Acting Director
Date Approved	December 3, 2016
Job Description Reviewed	December 3, 2016