



Camp Pringle

Position: Facilities and Operations Manager, Temporary Position from April 15 – November 3, 2023

Reports to: Regional Minister, First Third Ministry,
Pacific Mountain Regional Council

PURPOSE AND SCOPE OF THE WORK

In February 2023, Camp Pringle started a lengthy process of discerning its future to ensure the camp is successful for the years to come. To do that, the difficult decision to cancel Camp Pringle's Summer programming for the Summer of 2023 was made. The board also made the decision that as much as possible, rental groups associated with Camp Pringle would be able to continue in the off season months (specifically April through June and September – October). As well, a couple of ministry groups associated with the United Church of Canada and Pacific Mountain Regional Council and Camp Goodtimes would be allowed to run in the summer months. It was determined that Pacific Mountain Regional Council would coordinate the staffing needs for the camp during this interim time.

Camp Pringle will hire a Facilities and Operations Manager from April 15 – November 3, 2023, inclusive. The Camp Pringle Facilities and Operations Manager will work directly with camp hosts and rental groups. The candidate will bring a positive attitude, organization and planning skills, and lead with respect and care.

Responsibilities:

- Maintain regular and an ongoing presence on site.
- Ensure safety for everyone on site.
- Providing a welcoming and hospitable environment on site.
- Communicate with rental groups, staff, Pacific Mountain Regional Council Staff, etc.
- Plan, schedule and coordinate the work of the camp.

Typical Duties

- **Ongoing Tasks:**
 - Stay on site. Accommodation on site will be provided and this position will be required to stay at the camp a minimum of 4 nights per week.
 - Ensure all buildings and facilities are checked on regular basis ensuring proper operation, security and cleanliness.
 - Respond to alarms, outages (e.g. power) and other events either directly or through use of contractors (e.g. electrician, plumber).
 - Schedule and oversee maintenance and cleaning work performed by part time maintenance and part time cleaning staff.
 - Ensure water samples are tested regularly.
 - Regularly monitor phone and email messages and respond or direct as appropriate.
 - Regularly pick up mail, review and respond as appropriate. Deposit cheques at bank.
 - Plan day to day duties for Camp Hosts and coordinate their work.
- **Long Term Projects:**
 - Work with the camp to determine the scope of longer term projects.
 - Provide outline of plans for long term projects to the supervisor including estimated costs for approval.

- Purchase supplies and materials as approved by Pacific Mountain Regional Council
- Schedule tasks and staff so that long term projects are finished by completion date.
- **Communication**
 - Provide weekly updates to the supervisor at Pacific Mountain Regional Council
 - Ensure written monthly updates are emailed to the Camp Pringle board.
 - Connect closely with the administrative team managing bookkeeping and bookings.
 - Maintain and create new content as required for Camp Pringle's website and social media accounts.
 - Keep a weekly journal of tasks and activities for the Facilities and Operations Manager and Camp Hosts positions so as to support the writing of updated job descriptions for the staff plan at the end of the contract.
- **Hosting Rental Groups:**
 - Ensure that the rental groups feel comfortable and safe at the Camp.
 - Provide a welcoming and hospitable environment for rental groups.
 - Be clear with the rules and expectations of rental groups upon their arrival to the camp.
 - Ensure the proper certification and information is held at the camp office before allowing the entire rental group access to the camp. (ie Food Safe Certificate for use of the kitchen, lifeguard certifications)
 - monitor activities on site and withhold access by rental groups to any facility or area of the site if unsafe or improper use is observed.
 - Exercise authority to remove any group or individual from the site based on unsafe or improper conditions.

Education, Training, and Experience

- Experience in collaborative team leadership
- Experience in a camp environment
- Computer skills including website development and social media
- Experience in supervision and training of staff
- Experience with Microsoft and excellent computer skills

Skills and Abilities

- Proven communication skills with individuals and groups
- Ability to organize and be attentive to detail
- Able to work in an environment where interruptions are frequent
- Confident with speaking to and directing large groups of people
- Willingness and ability to provide leadership for and to work in a collaborative team
- Capacity to be healthy and centered in the midst of multiple and varied work demands
- Demonstrated ability to work in an ordered and organized manner as well as a capacity to be spontaneous, flexible, and to take initiative

Compensation

A salary based on \$26-28 per hour for 40 hours a week. Staff accommodation will be provided. Travel costs will be accommodated as required.