

JOB DESCRIPTION



Position: On-Site Coordinator, Variety's Camp Brereton
Employee: Vacant
Reports to: CEO
Position Type: Seasonal Contract

Position Summary:

Reporting to the Chief Executive Officer, the On-Site Coordinator is responsible for the overall day-to-day operation of Variety's Camp Brereton. They are responsible for nurturing relationships with Variety camp groups utilizing Variety's Camp Brereton through their customer service skills.

This position is an integral part of Variety's Camp Brereton and Variety the Children's Charity of Manitoba. This person works seasonally from approximately June 1st to September 30th. The individual(s) is required to live onsite and be available in person or via phone 24 hours a day to ensure camper safety and meet insurance requirements. If a candidate lives within 30 minutes of camp by car or boat, they would also be considered for this position and would possibly be allowed to live off site. The ideal candidate(s) will be a mature, responsible, mechanically inclined, and self-motivated individual or couple with strong customer service skills. The ideal candidate(s) also should enjoy nature and be passionate about wanting kids of all abilities to have a memorable experience at Variety's Camp Brereton.

The On-Site Coordinator is also responsible for maintaining and improving the camp property through various duties such as site facility and grounds maintenance, the collection and disposal of trash and recyclables, ensuring fire, health, and safety regulations are being adhered to as well as Variety's policies.

Position Responsibilities:

1. Nurture relationships with camp groups to ensure positive experiences at Variety's Camp Brereton

- Serve as day-to-day primary on-site face of the organization to camp groups,
- Believes in diversity and does not discriminate based on ability, race, religion, economic status, gender identification and/or sexual orientation,
- On-Site Coordinator lives on site during camper group bookings (currently June through September) to ensure well-being and safety of campers and camp property,
- Responsible for check in/ check out process for camp groups,
- Do preliminary site walk through as well as pre-departure walk through to ensure site condition and cleanliness,
- Interact with camp groups on a daily basis to ensure needs are being met,
- Responsible for ensuring activity areas are ready and safe based on camper groups activity schedule,
- Trains groups as required on activities to ensure camper safety,
- Responsible for acting as boat captain / ensuring camp groups are trained and licensed to use boats,
- Ensure positive experience for all campers with a "customer first" attitude,
- Ensure post-departure custodial duties are completed prior to subsequent group arrival,
- Reports all incidents of concern to Variety Office and completes any incident reports in a timely manner,

40% of Job Function

2. Maintaining Variety's Camp Brereton

- Maintain grounds maintenance schedule to ensure grass is cut, brush is trimmed, and grounds are clean on a regular basis,
- Ensures camp buildings and mechanical systems are cleaned/ maintained on a regular basis,
- Ability to perform maintenance and minor repairs on small equipment,
- Ability to problem solve and seek approval from Variety Office if an issue requires outside expertise to resolve,
- Executes annual facility and site maintenance and improvement plan under the direction of the CEO and/or Director of Community and Family Supports,
- Responsible for daily water system sampling and testing and performs regular maintenance on water system such as adding softening salts, adding chlorine, etc.
- Responsible for preparing biweekly water samples for government laboratory tests to ensure safe fully potable drinking water,
- Performs daily site check to ensure litter/debris are cleaned up and any site deficiencies are identified and where possible fixed,
- Stocks bathrooms and kitchen on a regular basis with paper products and required cleaning supplies,
- Empties trash and recycling as required and transports waste/recyclables to closest Whiteshell Transfer Station,
- Monitors propane levels and alerts staff with adequate notice when propane fill is required,
- Maintains supply inventory and alerts staff with adequate notice when supplies are required,
- Ensures all kitchen equipment is maintained and used safely by camp groups,
- Ensures all activity equipment is maintained regularly and used safely by camp groups including motorized and non-motorized boat/canoe/kayak fleet,
- Ensures all camp equipment is stored safely on a daily basis
- Other tasks as assigned such as scheduling septic tank pump out, etc.
- Supervises volunteers as required

40% of Job Function

3. Administration and Reporting

- Ensures all check in / check out documents and any other camp group documentation required are completed in a timely manner and sent via email to Variety Program and Outreach Coordinator,
- Ensures daily site maintenance documents and weekly work reports are completed and sent via email to the Variety Program and Outreach Coordinator,
- Maintain daily communication with key office staff as identified,
- Picking up camp mail and ensuring it is forwarded to the appropriate staff member
- Be familiar and adhere to Manitoba Camping Association Guidelines
- Be familiar with applicable Variety policies and procedures applicable to Variety's Camp Brereton and ensure compliance,
- Be familiar with all government health and safety and food handling regulations applicable to Variety's Camp Brereton and ensure compliance,
- Answering camp phone / checking camp voicemail and responding to calls/messages in a timely manner

20% of Job Function

Qualifications, Personal Characteristics, and Competencies:

- Strong passion for Variety's mission and mandate,
- Facility maintenance and management skills,
- Strong customer service and leadership skills,
- Handy with tools and skill in performing repairs,
- Strong computer skills with Microsoft Word, Excel, and Outlook,
- Mature, Self-motivated and self-directed individual,
- Trustworthy individual with high level of integrity,
- Valid Class 5 Driver's License,
- Valid Pleasure Craft Operators Card,
- WHMIS 2016 certified or willing to complete course
- Water Treatment 1 Certification or willing to complete course
- Current Basic First Aid Certificate or willing to complete course
- Must pass criminal record and vulnerable person check

The On-Site Coordinator's cabin nor Variety's Camp Brereton is not for personal use without the permission of Variety. Variety's Camp Brereton is a children's camp, alcohol or drugs are not allowed on site without the permission of Variety. The Camp Office is located in the On-Site Coordinator's Cabin, and therefore the cabin must be kept clean as this reflects the overall image of Variety's Camp Brereton. Variety reserves the right to inspect the Cabin without notice.