

**GIRL GUIDES OF CANADA
CAMP KANAKA PROPERTY ADVISER
JOB DESCRIPTION**

PURPOSE:

The role of the Lougheed Area Property Manager is to ensure Camp Kanaka is kept in a safe, well maintained state.

QUALIFICATIONS:

The Camp Kanaka Property Manager will be fully conversant with the Vision and Mission of Girl Guides of Canada - Guides du Canada. A keen interest and love for the camp is a must. They should have good communication skills and they must be organized and able to deal with paperwork and deadlines.

MEMBERSHIP:

Nominated by either themselves or a member of Lougheed Area, the Property Manager will be chosen by a selection committee and appointed by the Area Council.

TERM OF OFFICE:

The Property Manager role is appointed for no longer than a term of three years, commencing on the date they assume responsibility for the position. A vacant position may be filled at any time of the year, as long as it ends three years from the start date.

RESPONSIBILITIES:

1. To be registered with Girl Guides of Canada – Guides du Canada and maintain a clean Police Records Check;
2. To provide a written report to the Area Commissioner and Team on a monthly basis;
3. Be aware of Girl Guide regulations including the Safe Guide and Guiding Essentials (Standards at a Glance);
4. Be aware of all major concerns and necessary repairs needed at Camp Kanaka;
5. Get quotes for necessary repairs or for new projects. Order Contractors when required, and liaise with the Caretaker for entry to Camp Kanaka;
6. Promote Camp Kanaka throughout the Guiding community;
7. Prepare and implement a 5 year plan for the camp. Initiate and implement any long-range projects;
8. Work with the Area Treasurer and ensure that financial records are accurate and a budget is created annually;
9. Apply for the Girl Guides of Canada Capital grants for projects needed at camp;
10. Coordinate with the Districts with regards to the responsibility of inventory/cleanup in the Fall and the Outdoor cleanup in Spring. Ensure this is completed annually;
11. Review the insurance policy annually, with the Area Commissioner, to ensure all buildings and sites are thoroughly covered in case of a claim;
12. Ensure that the tax exemption is completed and submitted by deadline to the City of Maple Ridge;
13. Liaise with Health Authorities with regard to the water system and kitchen licenses;
14. Ensure that the Booking Agent and the Caretaker are fulfilling their responsibilities and should either position be vacant make sure all aspects of the positions are being fulfilled;
15. With the Area Commissioner, review and renew the Caretaker's contract annually;
16. Promote and share needed service projects to members of Girl Guides;
17. To communicate with Area Council when you are going to be unavailable;
18. To attend Provincial trainings and conferences when required.