POSITION: RESIDENTIAL CARETAKER
REPORTS to the CAMP DIRECTOR

Job Description

The George Pringle Memorial Camp is a registered not-for-profit society which operates a camp on property owned by BC Conference of the United Church. It is an accredited member of the BC Camping Association and conforms to the camping standards of the United Church.

The Residential Caretaker is responsible for overseeing the Camp Pringle property in its entirety: maintenance, repair and upgrading of the camp's facilities and equipment, as well as the security and day-to-day operation of the physical plant. Residing at Camp Pringle on Shawnigan Lake, the Residential Caretaker will also work with other staff to manage and host the camp’s rental program. The Residential Caretaker will represent the Camp and its Mission and Goals to its clients, renters, neighbours and the public. The Residential Caretaker report to the Camp Director but holds a significant degree of professional autonomy. The position will require longer hours during the summer camping season that can be balanced out in the off-season in consultation with the Camp Director.

Camp Pringle has a no smoking, no alcohol and illegal substances permitted on site policy.

Qualifications

- Preferably will have a minimum of 5 years related experience in trades related projects;
- Demonstrated ability in a wide range of skills (i.e. experience and skill in carpentry, plumbing, mechanics, electrical, vehicle and watercraft operation and maintenance);
- Holds a certification in a related trade;
- Holds or is willing to obtain appropriate certification and licenses for boat operation, first aid, water system management etc;
- Familiarity with residential camping;
- Willingness and ability to live and work in a rustic island setting;
- Ability to be flexible and adaptable
- Commitment to creating a dynamic, collaborative and creative work environment;
- Demonstrated ability to work effectively, both independently and as a member of a cooperative staff team;
- Excellent interpersonal skills as well as written and oral communication skills;
- Demonstrated project management and problem solving skills;
- Able to supervise and lead temporary staff and volunteers;
- Experience working with diverse children, youth and families;
- Experience with records keeping;
- Holds a current drivers license;
- Complete and obtain a clear Criminal Record Check, annually;
- Knowledge and appreciation of the theology of the United Church of Canada and its camping ministry.
Duties and Responsibilities

- Understand, support and promote the Camp’s Mission, and represent the camp accordingly to its clients, neighbours and the public;
- Work with Camp Director to ensure BC Camping Association and United Church Camping accreditation standards are met;
- In consultation with the Camp Director or designate, manage the maintenance, repair and day-to-day operation of the camp’s facilities, systems (water, waste, power, etc.), equipment, vehicles and watercraft in accordance with appropriate regulations and standards;
- Ensure that the camp meets all health and safety standards related to the property, including water quality control, maintenance, hand washing facilities, toilets and showers, first aid kits and emergency equipment, waterfront facilities, kitchen and dining room, and general property facilities. Concerns should be brought to the attention of the Camp Director and/or Property Committee.
- Ensure that relevant safety standards are met in all work undertaken on site;
- In consultation with the Camp Director and Property Committee, evaluate and set priorities for short-term maintenance and long-term capital projects;
- Submit required or suggested projects to the Property Committee along with estimated costs and times of completion, and to prepare a yearly proposed budget for operating costs (janitorial supplies, etc.).
- Maintain all fire prevention and emergency equipment and oversee the training of all staff/volunteers in its use;
- Maintain and ensure the physical safety of the camp property;
- Complete site repairs and projects as necessary or select and oversee contractors to complete projects in consultation with the Executive Director;
- Work with permanent staff, summer program staff, crew leaders, to support the Summer Program by ensuring that all responsibilities are met;
- Provide support for the Camp Pringle rental program.
- Responsible for the general upkeep of the camp including the proper care for garbage, composting and recyclables.
- Participate in end of season clean up and evaluation process and make recommendations for upcoming years;
- Other duties as required.

Please contact the Director, Kezia Cowtan, director@camppringle.com, 250-472-6877 to inquire about the position, salary, benefits and housing.