

JOB DESCRIPTION

Title: Site Manager

Reports to: Property Manager

Classification/FLSA Status: Regular Full-time/Exempt

Location: Camp Anna Behrens

Grade: 3

Hiring Range: \$35,568 - \$40,000

Position Summary: The Site Manager's primary responsibility is the year-round safety, security, maintenance, repairs, and cleanliness of all assigned council facilities, properties and grounds. Responsible for the oversight and operation the properties and facilities infrastructure and utilities. The Site Manager is required to reside on the camp property in the provided housing.

Essential Duties and Responsibilities:

1. Oversee day-to-day operations and conditions at the camp, including maintaining security of property and equipment, and controlling all use of the property.
2. Work in partnership with the Property Manager to develop capital project lists and budgets. Build and execute yearly maintenance plans for the site and buildings.
3. Maintain and oversee the maintenance of, the specific site(s), including their physical structures and equipment. Maintain and adhere to maintenance schedules for facilities and equipment.
4. Ensure that buildings and grounds meet or exceed all licensing/certification requirements; including but not limited to state, county, council and GSUSA regulations and guidelines.
 - Manage state licensing for property, and work in conjunction with Program Staff for program license. Get and maintain certifications related to wastewater treatment and conduct required water testing.
 - Responsible for opening and closing seasonal water systems. Must also maintain and operate the camp's water system on a year-round basis.
5. Work in collaboration with the Program Department to assure safe and well-prepared facilities and grounds for programming.
6. In conjunction with Customer Care oversee the renting and usage of site and/or facilities by outside groups or individuals.
 - Interface and provide customer service and support to Girl Scout volunteers, girls, parents and program facilitators using site.
 - Enforce appropriate safety and security procedures for property and visitors.
7. Reside on the camp property in the provided housing, and be available all weekends other than when the camp is closed.
8. May oversee any part-time staff and/or volunteers.
9. Other related duties as assigned.

Requirements:

1. Adherence to Girl Scouts of Michigan Shore to Shore policies and procedures
2. Registration as a member of Girl Scouts of Michigan Shore to Shore
3. Reside on site at council-owned housing (housing contract required)
4. Willingness to work a flexible schedule including evenings and weekends
5. Willingness to travel as job requires
6. Capability to provide own transportation and maintain driver's license
7. Ability to regularly lift and move up to twenty-five (25) pounds, frequently lift or move up to fifty (50) pounds, and occasionally required to lift and move up to one hundred (100) pounds.
8. Ability to work outdoors in various weather conditions in two-four-hour time blocks; work on ladders, and roofs.
9. Current CPR and First Aid certified, or become certified within first 3 months and maintain certification.

Qualifications:

1. High school diploma and three years minimum experience in a property management, park management, camp management, or related position of scope and responsibility.
2. Experience supervising volunteers, and working with diverse populations preferred.
3. Experience performing maintenance services such as painting, carpentry, equipment repair, basic electrical, plumbing, etc. commensurate to ability and job scope.
4. Ability to safely operate, maintain and inspect; snow removal and lawn equipment, tractors, camp vehicles, trailers, power tools, generators, compressors, and welders.
5. Experience planning, organizing and implementing a multi-faceted workload, handling pressure, and meeting organizational deadlines and goals.
6. Must have basic computer skills to track property rentals, and input maintenance records.
7. Must have good written, verbal and interpersonal skills, including great customer service skills.

Core Competencies:

- Interpersonal Relations
- Team Building
- Customer Responsiveness
- Personal Integrity and Professional Conduct
- Time Management
- Judgment and Decision Making
- Problem Solving
- Adaptability
- Oral Communication
- Information Management

Property Competencies:

- Leadership
- Networking
- Volunteer Relations
- Project & Cost Management
- Safety and Security
- Property Management
- Risk Management
- Contract Management

Why GSMISTS

GSMISTS offers a competitive compensation package including medical, dental, vision, life, and short-term disability insurance, and a 403b plan with employer match. Additionally, the paid time off package includes several weeks off, and the week between Christmas and New Year's off too.

Working for a nonprofit organization like GSMISTS gives the chance to earn relief from student loan debt. Not only do GSMISTS employees have the opportunity to serve their communities through their public service employment, but they can also see any remaining balance on their qualifying student loans forgiven, tax-free, after making ten years of on-time payments. To learn more click [HERE](#).

How to Apply

To apply for this position, submit a cover letter and resume to Girl Scouts of Michigan Shore to Shore, Attn: Human Resources, via email at hr@gsmists.org, or submit your cover letter and resume on www.indeed.com