



CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

Job Description: Property Manager

Part-Time April-November Seasonal Position:

Flexible working hours averaging 20 hours/week for 30 weeks paid at a seasonal salary of \$11,000-\$13,000 depending upon experience.

Experience in property maintenance required. Living reasonably close to site to facilitate response to a potential property issue is considered a strong asset.

Job Purpose and Reporting Structure

The Property Manager is responsible for the maintenance and improvement of Camp Menesetung's entire site and facilities including the road, buildings, forest, septic system, washrooms, well/pump house, kitchen, dining hall, pool/pool house. To that end, they will perform a wide range of indoor/outdoor maintenance and custodial duties to keep Camp Menesetung (13 buildings, 8 acres of field and forest) in prime condition for our guests, visitors, staff, and campers throughout the Spring, Summer, and Fall. As the Property Manager you will also help coordinate and support the seasonal maintenance staff member, property volunteers, and contractors. This position reports to the Executive Director and Chair of the Property Committee on the Board of Directors.

Essential Duties and Responsibilities

Throughout:

- Become familiar with the Camp Menesetung site, its buildings, program areas, utilities, equipment and their specific intended uses: cabins, offices, bathrooms, recreation halls, dining halls, kitchens, severe weather shelter, archery range, pool, climbing wall, forest trail etc. including reading the property handbook.
- Communicate regularly with the Executive Director and Chair of the Property Committee (member of the Board of Directors) to ensure that they are well informed of all maintenance and repairs, to establish specific plans for larger scale maintenance/repair needs, and to keep informed of upcoming event site requirements.



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- Ensuring that an inspection of the entire site is conducted to ensure that it has been left clean and in good-repair following every camp event/session, conducting a personal inspection at least once/week of camp sessions. Completing cleaning and repairs as needed, and reporting any damages to the Executive Director and Chair of the Property Committee.
- Ensure that routine duties are carried out on an on-going basis by yourself or Summer Maintenance staff: pest/wasp control, tree/trail upkeep, keeping all cabins, kitchens, bathrooms, and equipment in good working order.
- Monitor water system and ensure that water is tested daily according to MOE safe drinking water regulations, and send bi-monthly samples to SGS Laboratories for testing as per our testing schedule and protocols.
- Monitor the generator oil levels, and operational status on a weekly basis.
- Work with the Summer Camp Director to address Health & Safety concerns.
- Work with the Executive Director to ensure that any site related directives or standards of the Camps regulating bodies (Ontario Camp Association, Huron Health Unit, Fire etc.) are carried out.
- Ensure all smoke detectors & fire extinguishers on a weekly basis to ensure they are in working order.
- Regularly check-in with the Summer Camp Director to receive updates on needed repairs, and coordinate spring/summer maintenance staff/volunteers etc.
- Improve the site and buildings by designing and building approved projects
- Arrange for contractors to complete work on approved or emergency projects.
- Take the lead on coordinating property related capital projects.
- Submit a report on work completed to the Chair of the Property Committee as directed.
- Must ensure that all tools/supplies are in good repair & in locked storage.
- Is on call if anything goes wrong, and must supervise and clean up any problem that arises.

Specific Spring Site-Opening Responsibilities:

- Turn the water on (Early April)
- Check / repair all plumbing on site
- Get the chlorination system up and running
- Arrange to have propane tanks filled



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- Turn the propane on - dining hall, house, cabins
- Turn the water heaters on (filled and pilot lights lit) - kitchen, accessible washroom (BigRed), old washroom (The Lilypad), house, laundry room
- Light the pilot lights on the furnaces (Cabin A-B, house)
- Stove - Oven - Grill - Pilot lights lit
- Get the dishwasher running
- Hook up the washing machine and dryer
- Check / repair all windows / doors/ screens
- Open all cabin window covers (as weather allows)
- Arrange to have the pool emptied, cleaned, and filled
- Balance the pool chemicals
- Arrange to have the grass cut
- Contact Georgian Bay Fire Extinguishers to arrange yearly inspection
- Put the recycling pails & hoses outside
- Put up the nets on the north and south sides of the basketball court
- Clean and prepare kitchen/dining hall for health unit inspection opening

Specific Fall Site-Closing Responsibilities:

- Water turned off - all water lines drained (After final rental group - late October/Early November)
- All toilets drained - plumbing antifreeze in every toilet
- Pool shut down / partially drained (Following Summer Season)
- Chlorination system shut down
- Propane turned off - dining hall / house / cabins
- Water heaters drained
- Dishwasher shut down and drained
- Washing machine drained and unhooked
- Cabin window covers lowered and latched
- Check the dining hall roof - remove accumulated leaves in the valleys
- Bring in any item that needs to be undercover for the winter - hoses, recycling pails
- Transfer pantry items and paint (cans etc. that may be damaged if frozen) to the pump house
- Set mouse traps in the pantry and / or distribute poison
- Turn on wall heater in pump house
- Take down the nets on the north and south sides of the basketball court



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To all Fellow Staff

- Follow camp-wide rules and enforce these rules when necessary with campers.
- Respect your fellow staff, ensure that any issues, violence, or harassment are deescalated and reported immediately to the Director(s).
- Work together to create the best possible experience for our campers.

To Camp Menešetung

- Communicate weekly and when necessary with the Summer Camp Director, Executive Director, and Chair of the Property Committee.
- Understand and follow all camp policies, protocols, and procedures outlined in the Staff Manual.
- Promptly communicate all health & safety concerns, accidents, injuries, and illnesses to the Health Care Provider.
- Escalate concerns regarding camper issues, staff members, bullying, violence or harassment, or any relevant concerns to the Summer Camp Director.
- Keep track of all supplies and inform Camp Directors of any losses, damages, or shortages.
- Work with any visiting guests and parents who have come on-site to lead programming or to a meeting, providing them with any necessary instructions, and answering all questions to the best of your ability, or seeking answers to the questions they have.
- Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Directors if scheduled attendance is impossible for legitimate reasons.
- Communicate all unavailability a minimum of 2 weeks in advance.
- Conduct yourself as a professional representative of Menešetung to all campers, parents, teachers, etc. always, including when not actively working, and on social media platforms.

Performs all other duties designated by the Executive Director, or Chair of the Property Committee.



82190 Church Camp Rd.
Goderich ON.
N7A 3Y3

(519) 524-6497

office@campmenesetung.ca
www.campmenesetung.ca