



Property Director Job Description

Role Title: Property Director

Reports To: Executive Director

Positions Supervised: Maintenance summer missionaries at Willow Springs Camp

Overview of Role

One Hope Canada is considered a Religious Order under the provisions of the Canada Revenue Agency and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Empowered by the Director, the Property Director, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and within their camp, and is responsible for all property and maintenance aspects of the mission.

Primary Objectives

To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.

To accomplish the primary objective through effective stewardship of the grounds and facilities God has provided the mission, and in particular training and discipleship of summer missionaries to do the same.

Key Responsibilities

- Ensure the Gospel is a part of all aspects of camp and other ministries
- Ensure the grounds and facilities are kept in clean, working order
- Initiate, plan, and implement new projects to further the usefulness and excellence of Willow Springs Camp grounds and facilities
- Train and oversee all maintenance summer missionaries
- Monitor maintenance summer missionaries to ensure Willow Springs Camp's standards are met in regards to cleanliness and functionality.

- Monitor cleaning and maintenance to ensure safety procedures are followed
- Be able to manage a crisis if it arises and follow appropriate procedures
- Ensure the confidentiality of private information of missionaries, volunteers, summer missionaries, campers, etc. will remain confidential as per the One Hope Canada Privacy Policy.

1. Organizational and Human Resource Development

- Effectively train maintenance summer missionaries in the daily cleaning of the campgrounds and facilities
- Develop a system of tool and supplies inventory, and inform the Executive Director when new stock must be purchased or repairs are to be made.
- Assist the Executive Director with any volunteer groups who wish to help Willow Springs Camp accomplish projects
- Become certified, and maintain credentials in water treatment as regulated by the Walkerton Clean Water Centre
- Create and implement routines for ensuring Willow Springs Camp is operating in accordance with our Safety Plan and may continue to operate in a manner deemed suitable by our local Fire Department
- Inform the Executive Director of any issues, potential or current, discovered through general maintenance and care

2. Facility Oversight

- Ensure all lawns are mowed and in tidy condition
- Ensure all trees are kept in a safe and tidy condition
- Ensure walkways and paths are clearly marked and in good repair
- Ensure all buildings are in good repair and safe for use
- Ensure excess snow is removed from all walkways and driveways as relevant to guest groups and missionaries
- Keep all grounds and facilities in clean, working order and good repair
- Keep all tools and equipment in clean, working order and good repair
- Maintain the pest control log found in the dining hall
- Catch and dispose of any vermin found to be detrimental to the cleanliness or excellence of Willow Springs Camp, both missional and facilities
- Ensure grounds and facilities are clean and ready for any guest groups

3. Fundraising and Donor Development

- Build and sustain a personal support team. There is an expectation of raising personal financial support for this position.
- Participate in the development of Willow Springs Camp's Master Plan.
- Maintain a culture of gratefulness (including Thank You notes).
- Take photos of any projects to help in print and online documentation

4. Projects

- Ensure any projects, as either initiated by the Executive Director or Property Director his/herself are seen through to completion, in accordance with local laws and regulations
- Ensure all projects stay within 10% of their allocated budget
- Clearly communicate with the Executive Director if there are any additional resources required to finish the project which are outside the set scope of work.
- Keep the Executive Director informed on project status and challenges
- Find additional help through volunteer groups or other volunteering individuals to help with projects as needed.

Core Competencies

- Passion for the Gospel
- Perseverance
- Communication
- Planning and Organizing
- Self-Motivation
- Good Judgement
- Mechanical knowledge
- Basic tool use

Job Requirements

- Follower of Christ
- In good standing with an Evangelical Church
- Called to this ministry
- Be able to subscribe, without reservation, to the One Hope Canada doctrinal statement, as well as to the principles and practices of the Mission

Education and Experience

- Post-secondary education in a related field is an asset
- Experience with camping ministry is an asset

Physical Demands

- While performing the role of Property Director it is important to be able to walk around the camp, assist with maintenance needs, and participate in camp skills and activities. This person should be able to carry a minimum of 20 lbs for at least 20 feet without stopping or needing to rest.

Expectations

This is a part time position. Due to the seasonal nature of camp ministry, flexibility and discretion are required in the fulfilment of tasks and the setting of goals. The "Property Director: Seasonal Breakdown" spreadsheet is a useful tool to see how time is expected to be spent depending upon the season. This role is not expected to work on weekends, though opportunity may be presented by the Executive Director, with full understanding that it may not be taken.

Remuneration:

A starting wage of \$20/hour with a commitment to 24 hours per week, with the option to work more hours throughout the summer months at the discretion and invitation of the Executive Director to a maximum of 40 hours per week.

This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.