



Assistant Site Manager – 2018 Job Posting

The Assistant Site Manager position with Camp Fircom is ideally suited to the generalist who is keen to learn all aspects of off-grid Island living. This includes a wide range of repairs and maintenance in regards to electrical power generation, renewable power generation, landscape management, engine repair, auto repair, septic system, potable water filtration and building repair. In addition, an applicant with a specific expertise in these areas is desirable.

Working under the direction of the Site Manager, the Assistant Site Manager is responsible for the up-keep of Camp Fircom with general maintenance and day-to-day operation of all buildings, structures, land, and programming areas. The Assistant Site Manager also acts as an overlap staff in other departments of camp when needed depending on workload priorities.

Under all areas of work the Assistant Site Manager is to remain in communication with the Site Manager regarding to-do lists, project details, materials/supplies needed, and issues. They also must work as part of the management team to solve problems and enhance our guests experience at Camp Fircom.

Duties and Responsibilities:

Daily Tasks

- Complete projects within deadlines set out by Site Manager or maintain momentum while alerting the Site Manager of any roadblocks, missing materials or parts
- Plan and coordinate project schedules with other onsite staff to provide an optimal guest experience
- Keep a keen eye to identify additional tasks and projects, document or complete as needed
- Monitor the status and functionality of various site systems:
 - Outfall and septic (*weekly*)
 - Generator fluids (*daily*)
 - Water treatment (*daily*)
 - Diesel, gas and propane fuel (*biweekly*)
 - Battery and inverter system (*daily*)
- Document and report completed tasks for review

Under the direction of the Site Manager, the Assistant Site Manager will participate in a variety of tasks:

- Prioritizing the site to-do list, and effectively delegating tasks to staff or volunteers as appropriate
- Obtain materials and tools in order to execute projects (as planned in conjunction with the Site Manager)
- In the off-season, to help volunteers and other staff in bringing in and exit rental group and ensure that buildings and the site are guest-ready
- In the high-season, be aware of all comings and goings from camp to help out where needed or fit site projects around group's uses of space
- Develop and document procedure and processes for specific site tasks, along with other administrative

tasks

- Collect water samples (bi-weekly) and deliver to the Vancouver lab
- Monitor areas of the camp that are at risk of deterioration, or becoming unsafe, and work to address them
- Participate in selection and training of site coverage relief people
- Develop a good working knowledge of all aspects of the property and systems
- To aid in systems maintenance, such as basic generator maintenance (oil, filter changes), and all building and site systems, with an eye to taking over control of these maintenance routines
- To maintain a clean and safe work environment in the work shop and around the site while keeping in mind the safety of campers, renters, and volunteers on site. The Assistant Site Manager may review and fine-tune the organization of workspaces and work place procedures to increase workflow and efficiency on site (eg: Shop organization and guidelines for keeping workplaces clean such as tool sign out/in etc.)
- The Assistant Site Manager will often take responsibility for sourcing and delivery of materials and trades, coordinating barge trips, and will take a high level and long term view of upcoming projects to ensure shipping efficiencies

Minimum Qualifications

- Familiarity with residential/overnight camping
- Willingness and ability to live and work 5 days per week in a rustic island setting
- 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 and customer service skills
- Demonstrated basic ability in a wide range of skills, i.e. experience and skill in gardening, landscaping, carpentry, plumbing, mechanics, electrical, vehicle maintenance
- Significant experience and knowledge of land management and sustainability principles
- Demonstrated project management and problem solving skills
- Experience working with children, youth and families
- Hold or willingness to obtain appropriate certification like wilderness first aid
- Knowledge and appreciation of the theology of the United Church of Canada and its camping ministry
- Upon hire, class 4 driver's license with Fircom Office (driving record must be submitted to Fircom office)
- Upon hire, completed criminal record check must be filed with Camp Fircom office

Compensation

- Annual compensation is between \$35,000 - \$40,000
- Private room and ability to live on site for free
- Food service when guests are on site, breakfast, lunch and dinner averages to 6 months per year

How to Apply

- Please send resume and short letter of interest to Matthew Young at matty@fircom.ca
- No phone calls please