



Girl Scouts of the Desert Southwest Property Manager

Job Description

Job Title: Property Manager
Department: Property
Grade: 9

FLSA Status: Exempt
Reports To: Operations Director

Position Summary: The Property Manager provides general building and yard maintenance, repair, and custodial services in accordance with the council's policies and standards for all properties in their region. The Property Manager works closely with council staff, camp directors, and volunteers to ensure that troop and day campers have a successful camping experience at the camp. The individual in this position is required to live on property, in accordance with the lease requirements. Works with council staff to provide safe workplace environment in council offices throughout jurisdiction.

Position Responsibilities

- Work within a balanced budget for all maintenance of camp property, equipment, and vehicles.
- Coordinate camp usage with council office
- Ensure the safety of each participant during programs and events by maintaining safety standards on the property.
- Open and close the camp facility
- Check troops in and out
- Work closely with CEO to recommend needed repairs and replacements at the camp and other council properties throughout the jurisdiction.
- Maintain water testing schedule
- Maintain Camp inventory
- Work closely with volunteers and contractors who have camp repair projects.
- Maintain positive contacts with community organizations.
- Purchase supplies as directed.
- Weekly and monthly reports on activity and building/equipment repair.
- Perform other special assignments as delegated by the CEO and Program Director.

Job Qualifications

- High school diploma or GED.

- Minimum of 5 years of experience in general repairs, carpentry, plumbing, electrical, water systems (pumps), small engines and air conditioning repair, or any combination of experience and training that provides the required knowledge, skills and abilities.
- State of Texas Water Testing Handler's License (after employment)
- Ability to make a commitment to the philosophy of Girl Scouting, both nationally and locally.
- Ability to work independently and as a team member and to handle multiple priorities.
- Ability to motivate volunteers and promote teamwork.
- Willingness to work flexible schedule including evenings and weekends.
- Preference may be given to candidates with knowledge and experience in Girl Scout program and operations.
- Membership in GSUSA.

Physical Requirements:

- Frequent sitting, standing, walking, bending and twisting upper body.
- Capable of lifting at least 50 lbs.
- Capable of viewing computer monitor for long periods.

Environmental Demands:

- Continuous indoor and outdoor activity and exposure to florescent and sun light.
- Frequent exposure to computer, video, and other copier emissions.
- Some outdoor activities and exposure to weather.

Other Working Conditions:

- Continuous requirement for professional demeanor and appropriate camp attire.
- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Frequent work under stress and under pressure deadlines with overlapping projects.
- Continuous ability to work well with others.

Important Note:

The information contained in this job description is intended to outline the general nature and scope of work being performed by an employee assigned to this position. It is not intended to be construed as a contract, or as an exhaustive list of responsibilities.

Job descriptions are subject to change at the discretion of the Girl Scout Council.

Girl Scouts of the Desert Southwest is an EOE Employer.

Signature

Date