



JOB POSTING

Camp Caretaker, Camp Potlatch Howe Sound, BC

JOB TITLE: Camp Caretaker

START DATE: Winter 2019

REPORTS TO: Director, Camp and Facilities

SUMMARY OF RESPONSIBILITIES

Camp Potlatch is a wilderness camp located on Howe Sound between Vancouver and Whistler and is only accessible by a 20-minute boat ride from Britannia Beach. The Camp runs six months of the year (May – October). There are up to 50 staff on site in the summer, a total of 1,000 kids per summer season, and a total of more than 1,200 guests who participate in programs at the Outdoor Centre during the spring and fall. The Caretaker lives on site yearround in a private house on the waterfront.

Under the direction of the Director of Camp and Facilities, the Camp Caretaker is responsible for keeping the Camp Potlatch premises secure, well-maintained, and clean. Responsibilities include: operating and maintaining generators, small engines, etc.; routine maintenance and heavy cleaning; identifying necessary repairs; and removing snow, ice, and other hazards to ensure overall safety.

JOB DUTIES

- Conducts regular patrols to ensure that Camp Potlatch grounds and facilities are secure.
- Performs general cleaning and maintenance of all buildings, such as sweeping and mopping floors, washing walls and windows, removing debris, and ensuring the washrooms are sanitized.
- Maintains outside grounds, including windfall and debris removal.
- Ensures that garbage and recyclables are properly handled, including regular incineration of garbage.
- Operates, maintains, repairs, and monitors the following on a daily basis:
 - Diesel generators
 - Water purification system
 - Incinerator
 - Outboard engines on boat
 - Propane tanks (cooking, heating, hot water tanks)
 - Alarm and sprinkler systems
- When directed by the Director, contacts appropriate maintenance service shops for major repairs.
- Performs minor repairs on windows, doors, furniture, switches, plugs, equipment, appliances, sinks, toilets, blinds, etc.
- Assists Director in planning and prioritizing work schedules.
- Maintains a proper inventory of materials and supplies.
- Other related duties as assigned or required.

REQUIREMENTS

- Clean Criminal Record Check (Vulnerable Sector).
- Secondary School Diploma.
- 3-5 years experience as a Custodian, Janitor or Groundskeeper preferred.
- Mechanically inclined.
- Manual dexterity.
- Ability to lift up to 50 lbs.
- Willingness to be on call 24 hours/day.
- Ability to obtain:
 - Class 4 driver's license
 - Standard First Aid and CPR
 - Boating license (Pleasure Craft Operators Card)
 - Small Water Systems Certification

NOTE

This is a unique position, requiring an energetic, organized, and self-directed person (or couple) interested in living and working at a site that is very busy for six months, and quite isolated the rest of the year. In addition to salary, compensation includes rent-free accommodation, moorage, phone/internet/TV, and a benefits/pension plan.

CLOSING DATE This position remains open until filled.

HOW TO APPLY

Please email a resume and cover letter to:

Camp Potlatch Hiring Committee
Boys and Girls Clubs of South Coast BC
2875 St. George Street
Vancouver, BC V5T 3R8
Fax: 604-879-6525
E-mail: Camp@bgcbc.ca

Thank you in advance to all persons who apply for this position. Please note that only those selected for interview will be contacted.