

GIRL SCOUTS OF MICHIGAN SHORE TO SHORE

Position Posting

Title: Site Coordinator – Camp Saki

Reports to: Vice President of Finance and Business Operations

Classification/FLSA Status: Regular Full-time/Exempt

Location: Camp Sakakawea (aka Camp Saki); Traverse City, MI 49685 **Grade:** 10

Position Summary: The Site Coordinator ensures the council's program facilities and properties are operational and prepared for usage. This position is responsible for the maintenance, repair and cleanliness of assigned council buildings, grounds and equipment.

Essential Duties and Responsibilities:

1. Maintain, or oversee the maintenance of, the specific site(s), including its physical structures and equipment.
2. Ensure that buildings and grounds meet or exceed all licensing requirements; including but not limited to state, health department, ACA, council and GSUSA regulations.
3. Work in collaboration with the Program Department to assure safe and well-prepared facilities and grounds for programming.
4. Coordinate the process of the renting and usage of site and/or facilities by outside groups or individuals.
5. Maintain and adhere to inventory and maintenance schedules on all council equipment.
6. Obtain bids and purchase materials and supplies as needed for work projects to ensure all state and local regulations are met.
7. Enforce appropriate security procedures for property and visitors.
8. Assist in short- and long-term operational and capital improvement plans and budgeting.
9. Interface and provide customer service and support to Girl Scout volunteers, girls, parents and program facilitators using site.
10. Ensure that diversity and pluralism are embraced and incorporated into the work of the council.
11. Other related duties as assigned.

Requirements:

1. Adherence to Girl Scouts of Michigan Shore to Shore policies and procedures
2. Registration as a member of Girl Scouts of the USA
3. Willingness to work a flexible schedule including evenings and weekends
4. Reside on site at council-owned housing (housing contract required)
5. Willingness to travel as job requires
6. Capability to provide own transportation and maintain operator license

Qualifications:

1. High school diploma
2. Three years minimum facility-related experience
3. Ability to assess grounds, facility and equipment needs and then act accordingly
4. Ability to lift 50 lbs or more consistently
5. Familiarity with the use of power equipment
6. Ability to plan, organize and implement a multi-faceted workload, handle pressure and meet organizational deadlines and goals

To apply for this position, submit a cover letter and resume or an Application for Employment to Girl Scouts of Michigan Shore to Shore, Attn: Human Resources, via E-mail hr@gsmists.org, fax (616) 784-8187, or mail 3275 Walker Avenue NW, Grand Rapids, MI 49544

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