Camp NeeKauNis Resident Friend/Live-in Camp Superintendent Job Description

This part-time position requires someone who lives on-site at Camp NeeKauNis Camp NeeKauNIs (Waubaushene, Ontario) and serves as a steward, caretaker, and welcoming presence. The Resident Friend is accountable to the General Secretary-Treasurer of the Canadian Yearly Meeting (CYM) of the Religious Society of Friends and a designated person from the Camp NeeKauNis Committee.

Required Skills and Qualifications

- More than one year (preferably 3-5 years) of experience in building maintenance and cleaning, or similar roles.
- Ability to live on-site year-round.
- Knowledge of general building maintenance, custodial duties, and repairs and with basic carpentry abilities; basic plumbing and electrical abilities considered an asset.
- Excellent interpersonal and written skills.
- Ability to work within a faith context based on Quaker values, practices and testimonies (or openness to learning about them).
- Well-organized, detail-oriented, and able to manage multiple priorities.
- Proven skills in working both independently and as part of a team.
- Excellent problem-solving skills, able to think on your feet.
- Valid driver's license and access to a vehicle.
- High school diploma. Relevant post-secondary education is an asset.
- Ability to lift and move heavy equipment (up to 50 lbs).
- Hiring is conditional upon provision of a vulnerable sector police check.
- Must be legally entitled to work in Canada.
- Familiarity with health and safety standards, workplace hazardous materials information system, and other legal requirements for residential camps (or willingness to learn).
- Proficiency in Windows (Word, Excel), Google Workspace (Docs, Sheets, Drive, Gmail), and communication software (Zoom, Teams).
- Pleasant, calm, and professional demeanour.
- CPR & First Aid Certification (or willingness to obtain them).
- Provincial certification for water drinking systems (or willingness to obtain it).
- Knowledge of Ontario's Managed Forest Program (or willingness to acquire it).
- Awareness of necessary precautions for minimizing potential wildlife damage (or willingness to learn this).

Key Responsibilities

Hospitality, Community Building & Communications (10%)

- Greet visitors and foster a welcoming atmosphere for camp directors, volunteers, visitors, renters, and campers and provide essential safety and logistical information to ensure continuity during and between sessions.
- Maintain a supportive and collaborative relationship with volunteers, camp directors, Camp Administrator, Steering Committee, and CYM Staff.
- Provide hands-on support for external renters by providing quick walkthroughs, ensuring spaces are left in good condition, and serving as a designated contact person.
- Assist with providing photography and content for newsletters/social media.

Property Caretaking & Maintenance (65%)

- Provide ongoing general custodial duties and maintenance of all the buildings and infrastructure, including the Camp House.
- Provide seasonal exterior ground maintenance as required.
- Perform minor and routine repairs in a timely manner.
- Maintain accurate records of maintenance and repairs.
- Ensure the overall site is a clean and safe environment.
- Provide property supervision and security by keeping buildings not in use locked, patrolling or arranging patrols during the off-season, and reporting any issues.
- Work with the Camp Administrator and Physical Development Committee to ensure compliance with safety regulations, building codes, insurance, provincial drinking water systems, and other applicable laws by assisting with compliance-related tasks such as inspections and regulatory paperwork.
- Work with the Physical Development Committee and the Camp Administrator in coordinating and overseeing repairs and maintenance by contractors such as professional plumbers and electricians.
- Monitor and purchase general cleaning supplies from suppliers.
- Receive deliveries, check invoices and send documents to the Camp Administrator and/or the Treasurer.
- Respond to property emergencies.

Project Oversight (15%)

- Prepare the camp for the opening and end of the season by carrying out opening and closing tasks with guidance from the Physical Development Committee.
- Oversee and direct waterfront set up and take down, and other logistical needs for camp sessions.
- Provide support for the Managed Forest Program on the Camp property by keeping abreast of changes in the program, ensuring implementation, documenting forest management activities, and serving as the primary point of contact.
- Provide project management oversight for major construction and maintenance activities, ensuring they are completed on time, within budget, in accordance with

specifications, and in compliance with inspections and regulatory paperwork, in close collaboration with the Physical Development Committee and the Camp Administrator.

Tasks Common to All Staff (10%)

- Contribute to staff meetings, strategic planning, and workplans.
- Monitor expenses and budgets, prepare and submit expense claims.
- Maintain orderly work files and monitor legal compliance for various obligations such as privacy, copyright, cybersecurity, etc.
- Track time and submit timesheets.
- Attend educational opportunities relevant to the workings of CYM and approved professional development training.
- Attend relevant committee meetings and provide information or support such as the setup of a zoom link if needed.
- Deal with unexpected matters or issues that arise and needed attending to (up to 20% of time).
- Raise any concerns, issues, or conflict to the General Secretary-Treasurer.
- Attend annual performance evaluation.
- Supporting institutional memory and contributing to volunteers, contractors, and staff orientation and transitions.
- Carry out other tasks as assigned by the General Secretary-Treasurer.