

# Site Manager

Head Staff | 16 week contract | May 6-August 19, 2024

*\*Please note that you will also be asked to attend staff training weekend May 17-19 2024\**



## Overview

The Site Manager of Ryerson Camp cares for our beautiful camp property. The Site Manager will ensure the sanitary conditions and proper care of our camp buildings, caring for the natural landscape, and help maintain broken equipment and buildings. The Site Manager also gets to engage with campers and support all aspects of camp programming!

## Responsibilities

- Maintain a working knowledge of sanitary expectations from Norfolk County and ensure their observation at Ryerson Camp.
- Execute and supervise sanitation procedures for all camp buildings including but not limited to daily washroom cleaning.
- Maintaining camp equipment.
- Placing orders for sanitary supplies and equipment.
- Performing water tests.
- Landscaping duties.
- Respond to maintenance needs around the camp on an ongoing basis.
- Maintain an awareness of the site's needs.
- Work with the Ryerson Camp committee site team to tackle big projects.
- Help the directors plan site opening and closing.
- Accountability to the Ryerson Camp directors.
- Other program duties as assigned by the camp directors.

## Qualifications

- 1-2 years of experience in maintenance-related work.
- Strong work ethic.
- Ability to handle extensive physical work and lift heavy objects.
- Great organizational skills.
- Detail-oriented.
- Self-motivated: able to independently handle a large list of tasks and ensure they all are completed.
- Positive attitude.
- Commitment to excellence and efficiency.

## Assets

- First Aid/CPR
- Mental Health First Aid