

Girl Scouts of Kentucky's Wilderness Road JOB DESCRIPTION

TITLE: Property Manager

REPORTS TO: CEO

Location: Central, North, and Eastern Kentucky

Classification/FLSA Status: Regular, Full-Time

Salary Range: \$42,000--\$48,000 annually

POSITION SUMMARY: The Property Manager is responsible for providing and coordinating site maintenance and development of all physical GSKWR Council properties to ensure safety and accessibility for all Girl Scout programs and services. This includes camp and office building properties that are owned or rented, and any council owned vehicles. Through facilities management, best business practices will be used to improve efficiency - with goals around reducing operating costs, increasing productivity and day-to-day operations related to buildings and premises. This includes supplies procurement and management, working with outside contractors for building and grounds maintenance, cleaning, security, utilities, etc. The property manager is able to balance their workload through shaping their hours and schedule around property and program needs.

Essential Duties & Responsibilities

1. Provides direction and leadership for specific camp and property functions as determined on an annual basis. These include, but are not limited to: safety, hiring and supervising staff, budgeting, program development, scheduling and overseeing day-to-day operations of property programs and camp marketing and recruitment.
2. Serves as project manager for multiple large projects throughout the council, working with contractors to ensure projects are completed within timeline, budget, and scope. May have oversight of strategic and master plan for some facilities and outdoor programs.
3. Oversees applicable camp and property staff. Support volunteer-led day and overnight camp programming.
4. Risk management for council properties through insurance procurement and oversight of council property insurance policies and claims management.
5. In relationship with the Director of Outdoor Programs and CEO, prepares and administers the budget. Prepares reports as needed for grants in cooperation with other staff.
6. Analyzes trends of user groups at council properties and enhances pre-arrival communication and information takes place.
7. Ensures that council properties and procedures comply with GSUSA practices, ACA accreditation standards, and local government health standards.
8. Supports the CEO and property committee in assisting with the Long-Range Property Plans
9. Supports council functions through promotion of council sponsored activities. Promotes the Girl Scout culture of philanthropy by cultivating and building relationships with donors and vendors.
10. Active participation in the development of environments that foster diversity, equity, inclusion, and belonging through words, actions, and attitude.
11. Evenings and weekends are often included in the regular schedule of the Property Manager due to property use by members.
12. Performs other duties as necessary or assigned.

Education and Experience:

- Four years of directly related work experience, and at least two years of managerial experience.
- Experience working with youth preferred.
- Ability to take initiative, to organize and implement a multi-faceted workload with minimum supervision and function well as a member of a team.
- Understanding of budget development and general financial/administrative practices; computer literate with familiarity with Microsoft Office including Word, spreadsheets, and database management preferred.
- Ability to prioritize work, train, and delegate to others.
- Ability to work under pressure and shift priorities in response to changing needs.

Required Skills/Abilities:

- Ability to work a flexible schedule including evenings and weekends.
- Travel throughout council jurisdiction up to 20% of the time.
- Capability to provide own transportation and maintain valid operator license.

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to withstand:

- Prolonged periods sitting at a desk and working on a computer.
- Operate office equipment manually.
- Must be able to lift and/or move up to 25 pounds at times.

Promoted Behaviors and Expectations:

- Customer Centric
- Communicator
- Relational Intelligence
- Critical Thinker
- Digital, Virtual and Technical Proficiency
- Financial Acumen
- Leadership and Stewardship
- Learning and Innovation
- Social Justice and Inclusion (DEIB)
- Business First Mindset

BENEFITS:

- Compensation – GSKWR prides itself on competitive non-profit pay. There are regular opportunities for both cost of living and merit-based raises beginning after the first year of employment.
- Employer Sponsored Benefits - GSKWR participates in competitive medical, dental, and vision healthcare plans. Other benefits included but not limited to access to participation in retirement savings, life insurance, etc. Open Enrollment period includes thorough education on benefits programs annually.
- Time Off - GSKWR prioritizes the mental, emotional, and physical health of our employees; proven through our generous PTO and Sick Time offerings. PTO hours are increased at regular intervals based on employee tenure.

- Professional Development Opportunities – Girl Scouts is leadership development organization that prioritizes and believes in the professional and personal growth of all members, including staff. Continuous learning encouraged: training, enrichments, certifications, education, networking opportunities, cross-training, and more.
- Complementary annual registration as a member of Girl Scouts Girl Scouts of Kentucky's Wilderness Road included while under employment with the council.