

CASCADIA COUNCIL- SCOUTS CANADA

JOB DESCRIPTION

DEPUTY COUNCIL COMMISSIONER -PROPERTY

Accountable to: Council Commissioner
Term: Appointed annually, to a maximum of 3 consecutive terms
Time Required: 5 to 7 hours per week; potential for 3 to 6 weekends per year

Major Responsibility:

Works with volunteers and staff to ensure that all properties operate in a fiscally responsible manner and adhere to all the risk management procedures of Scouts Canada.

Duties and Responsibilities:

1. Actively participates as a member of the Council Leadership Team
2. Chairs the Council Property Committee and acts as lead on the Cascadia Council Property Working Group
3. Ensures that Property Committees are complying with monthly and annual inspections and the Annual Property Standards checklists are submitted on time.
4. Works with the Property Managers and Committees to further the development of the property within the national framework and directions of the Council
5. Liaises with any National Property Working Groups and the BC Yukon Property Committee
6. Develops the equipment maintenance and replacement plans.
7. Develops a long range development plan for council properties
8. Develops and monitors property conservation plans
9. Oversees major development projects
10. Proposes budgets for property improvements and recommends expenditures of designated property funds for Council approval.
11. Develops and monitors property budgets to ensure optimum usage and that targets and goals are met.
12. Ensures that adult volunteers are recognized for their contributions through local/national awards process
13. Communicates on a regular and timely basis with the Council Commissioner and other Council stakeholders; reports all progress and difficulties encountered

Qualifications:

1. Knowledge of property management or equivalent skills
2. Demonstrated leadership, management, problem solving and decision making skills
3. Has proven ability to inspire confidence, team effort and leadership in others
4. Excellent communication skills: ability to communicate clearly and professionally both verbally and in writing

5. Demonstrates a commitment to Scouting Mission, Principles and Practices through personal development and sound management practices