

Property Caretaker

Cochrane, Alberta

Girl Guides of Canada–Guides du Canada (GGC-GduC), a national membership-based organization, empowers every girl in Guiding to discover herself and be everything she wants to be. Our mission is to be a catalyst for girls empowering girls. Together, we're building our vision of *A better world, by girls*.

GGC is actively searching for a **Property Caretaker** to support the operations of five GGC properties located in Alberta:

- Four camp properties (Jubilee, Mockingbird, Westover, IASG) and
- One office property (Calgary Guide House)

Overview

You will work collaboratively with volunteers to ensure that the properties you support are maintained in good working order. You will do this by performing regular inspections and making basic repairs when possible. As part of this role, you will be required to coordinate and manage third-parties to perform tasks that require specialized knowledge and/or experience. As Property Caretaker, your overall goal will be to ensure that properties are in safe working order for the use of members and/or third-party renters.

This position will be based out of Camp Jubilee in Cochrane, Alberta. The other properties that you will maintain are within a one hour drive of Cochrane. You will be provided with access to a vehicle accordingly.

You are the ideal candidate if you have:

- Knowledge of property management principles
 - ✓ Ability to deal with or identify how to deal with common problems related to plumbing, electrical, septic systems, propane systems, appliances, motors, etc.
- Physically able to perform a variety of general maintenance and repair work
- Good interpersonal and communication skills
- Basic computer skills
- A valid driver's licence and a driver's abstract that meets the requirements of GGC-GduC's insurance provider (3-year clean record)
- **Requirements:**
 - ✓ As per GGC's Vaccination Policy, all employees must be fully vaccinated against COVID-19 if working at any GGC office, building or GGC property. Proof of vaccination is required for this position.
 - ✓ Valid Police Records Check (PRC) – must be completed through the GGC process as instructed and prior to the first day of employment. GGC will cover the cost of the PRC completed through GGC process.

Assets:

- Experience in any of the major trades

Hourly Wage & Hours of Work:

- \$25.00 per hour.
- Must be flexible to work variable hours. Work will be part-time to start with a progression towards full-time, dependent on easing of Covid-related restrictions. Must be available for on-call requirements on evenings and weekends.

If this sounds like you, apply today! Submit a resume to:
Lovely Batallones – Talent Acquisition Specialist via e-mail HR@girlguides.ca.

Applications will be accepted until the position is filled.
Kindly reference the position title in the subject line of your email message.



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GGC-GduC is committed to diversity, equity and inclusion. We value a recruitment and selection process that is inclusive and barrier-free, and we encourage applications from people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity seeking groups.

Upon request, Girl Guides of Canada-Guides du Canada will make available reasonable accommodations for persons with disabilities during the recruitment process. Accommodation requests should be made in advance to People and Culture at HR@girlguides.ca.

We thank all candidates for their interest. Only those selected for an interview will be contacted.