

External Job Posting



Position: Property Specialist II

Location: Camp Greenwood or Elk River-With oversight for Greenwood, Elk River, Sanderson, Singing Hills

FTE Classification: 1.0 FTE

Description: This 16 month assignment is responsible for providing leadership and direction in the overall maintenance of all structures, equipment, and property so camps can be utilized effectively and safely by girls and adult volunteers. Duties include but are not limited to:

- Ensure buildings are clean and ready for use at all times by girls, volunteers, and staff.
- Ensure program equipment is maintained in excellent condition and ready to throughout the year
- Ensure grounds are cleaned and maintained and that they provide security and safe access through inspection and maintenance of roads/trails/sites and snow removal.
- Develop a timeline and plan for ongoing maintenance repairs and upgrades.
- Understand and follow all budgetary guidelines. Accountable for revenue and expense for sites.
- Ensure the maintenance and operation of all mechanical systems and equipment in accordance with manufacturer's recommendations.
- Work with contractors and/or staff to complete construction or repair of various structures and maintenance of all buildings.
- Develop and implement plan and timeline for the open and close of all seasonal buildings and facilities

Job Requirements

- High school diploma or GED and 5 years experience related to building construction, building maintenance and grounds care; or a combination of education and experience.
- Supervisory experience.
- Extensive knowledge of carpentry, plumbing, electrical and mechanical systems to maintain buildings and grounds.
- Ability to learn and understand complex mechanical systems.
- Computer skills and knowledge to include Excel, Word and Outlook
- Ability to train and lead in exterior/interior painting and staining., use of hand and power tools, both gas and electric.
- Ability to maneuver one hundred pounds and work outside year-round in adverse conditions.
- Ability to work flexible schedule including evening, weekends and overnight travel to various camps
- Effective communication skills focusing on diverse groups of people to help them meet program goals.
- Ability to work independently, efficiently and adapt quickly to rapidly changing work and weather conditions.
- Must have a valid driver's license. ability to become trained and certified to transport program participants in 15 passenger vans and council-owner vehicles
- Current first aid and CPR certification or ability to obtain.
- Candidate needs to have energy, enthusiasm, and a can-do attitude with strong integrity

Salary Range \$30,000-37,000, DOQ

Application Send letter of interest, resume and salary requirements to:

Attention: Suzanne Mandernach, Human Resource Department
Girl Scouts of Minnesota and Wisconsin River Valleys
St. Paul Service Center
400 South Robert Street
St. Paul, MN 55107
Suzanne.mandernach@girlscoutsrv.org

About Girl Scouts of Minnesota and Wisconsin River Valleys – In partnership with nearly 18,000 adult volunteers, the Girl Scouts of Minnesota and Wisconsin River Valleys helps more than 43,000 girls each year—in all or portions of 49 counties in southern Minnesota and western Wisconsin—to discover new abilities, connect with new friends, and take action to improve their communities. Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.