

Bulkley Valley Cross Country Ski Club

Volunteer Role Description: Buildings Manager

Purpose of the position: The Buildings Manager coordinates the operation and maintenance of the Buchfink Family Memorial Lodge and other Nordic Centre buildings to ensure that these club assets are well maintained and available for use.

The Buildings Manager works with the Director of Nordic Centre Operations who can provide advice when needed. The Director will also handle administrative responsibilities like budgeting, spending authorizations and getting strategic direction from the Board.

Responsibilities

Much of the regular cleaning and maintenance is done by volunteers, users and in some circumstances, by hired service providers. The main role of the Buildings Manager is to identify work that needs to be done, plan how to do it and organize and support volunteers or service providers to carry out the work.

The following list of Buildings Manager's responsibilities can be updated as needed.

| Responsibilities | Objectives | Current arrangements (2020) |
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| Requests & concerns | Serve as primary contact for requests and concerns from users of the buildings. | buildings@bvnordic.ca mail will be directed to the buildings manager |
| Lodge basic supplies | Ensure basic supplies in stock for the cleaning and operation of kitchen, bathrooms, etc. | Ski Boosters offered to have a parent check supplies and purchase when needed. |
| Lodge heat | Work with the caretakers to establish heating standards for ski season and shoulder season. | Caretakers have some lodge responsibilities. Electric during shoulder season. |
| Chimney cleaning: lodge, wax hut and caretaker's cabin | Establish frequency standard and arrange who/how to do safely. | |
| Lodge sanitation plan (kitchen) | Maintain/update the plan and seek permits when needed. Communicate to users. | Plan and permits in the kitchen. |
| Water supply | Ensure sufficient water and regular testing. Arrange cistern cleaning when needed. | Caretakers share water and will arrange water delivery. Caretakers collect water samples. Water cistern log book is in office. |

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| Lodge minor repairs | Regularly check for minor repairs needed (light bulbs, doors, plumbing, etc). | Either repair broken items or recruit a volunteer or contractor. |
| Lockers | Address locker-related issues. Work with Director to determine if/how to add storage and skier lockers | Locker rental payment and allocation managed by Club Registrar. |
| Lodge rental | Understand club policy on renting lodge and provide support as needed. | Caretakers volunteered to be club contact for lodge rentals. |
| Workbees | Plan and organize workbee(s) for firewood, clean-up and maintenance projects. Record volunteers and communicate safety protocols. | Pre-plan to make better use of volunteers. Designate someone to welcome and support volunteers. |
| Wax-hut | Ensure clean, safe and operational. | Signage encourages user-maintained. |
| Caretaker cabin maintenance | Work with caretakers to ensure maintenance/repair of cabin. Decide if repairs/modifications are needed/acceptable. Seek spending authority from Director. | Cooperative effort with caretakers. |
| Caretakers | Maintain communication with caretakers about responsibilities under agreement as well as duties adopted voluntarily. Clarify electricity, water and internet cost-sharing. | Director of Nordic Center Ops is responsible to lead selection of new caretakers and entering into or updating caretaker agreement. |
| First Aid supplies | Ensure there is a process/person to track the use/replenishment of 1st aid supplies. Order and replace AED pads every 2 years. | |
| Big picture | With Director, identify issues & opportunities regarding building improvements or major repairs. Assist with budget estimates. | |

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Qualifications

Ideally, this volunteer will be a regular user of the lodge and have the experience and knowledge to be able to spot maintenance needs before they become problematic.

Communication skills are essential to serve as primary contact for users making requests and for the many volunteers contributing to the upkeep of the buildings.

The building manager should be able to document maintenance plans and completed actions.

Commitment expected

The Club requests that the volunteer be willing to serve in this position for at least two years.

Training and guidance available

There is no specific skill set or certification needed for this position. The Director for Nordic Centre Operations can provide guidance as requested and may arrange training if a need is identified.