

## GIRL SCOUTS OF GULFCOAST FLORIDA, INC.

For nearly 110 years, Girl Scouts has helped girls develop the skills and confidence they need to succeed in every area of life. Working for Girl Scouts of Gulfcoast Florida is a commitment to help girls – all girls – grow into the best version of themselves. It's about having the opportunity to create a meaningful employment experience, one that meets your career goals and your desire to make a difference! Girl Scouts of Gulfcoast Florida is hiring a full-time Property Manager to ensure the council properties and assets are operational and maintained in alignment with council goals, policies, and standards to provide optimum utilization and excellent experience opportunities. Qualified candidate has prior five-year minimum position-related experience and combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities. Qualified candidate is highly organized, self-directed, and a team player that will contribute to a positive organizational leadership culture. Explore the council website to become knowledgeable about the position and our inspiring mission and activities – <http://www.gsgcf.org/en/about-girl-scouts/our-council/careers.html>. For consideration, email your resume and cover letter outlining your interest in this position to [hr@gsgcf.org](mailto:hr@gsgcf.org). EOE/Drug Free Workplace.

### POSITION DESCRIPTION

Title:	Property Manager
Reports to:	Chief of Staff
Location:	Sarasota office and council properties
Schedule:	Tuesday-Friday, occasional Mondays, evenings and weekends
Status:	Full time, Exempt
Date:	April 16, 2021
Summary:	Ensures the council properties and assets are operational and maintained in alignment with council goals, policies, and standards to provide optimum utilization and experience opportunities.

#### Essential Duties and Accountabilities:

1. Establishes and maintains a system of work management and service response that ensures an efficient and effective balance of general, preventative and contracted maintenance services.
2. In coordination with the Chief Executive Officer and Chief of Staff, responsible for property-related aspects of the risk management plan and emergency procedures for all properties and ensures compliance with all safety standards including council policies, Volunteer Essentials, Safety Activity Checkpoints, and with applicable local, state and federal laws, building and health codes.
3. Coordinates and supervises hands-on maintenance and excellent repair work at all council properties, ensuring properties are in good repair, free from hazards, and meet all applicable standards.
4. Coordinates the maintenance and usage of the council van, and various other equipment.
5. Performs regular property site inspections and minor maintenance as needed.
6. Develops contract specifications, solicits bids, selects and oversees contractors for maintenance and capital improvement projects on council owned/leased facilities/sites.
7. Manages all aspects of property volunteers. Identifies projects and tasks and coordinates completion to achieve successful results.
8. Works collaboratively with staff and volunteers to support property utilization.
9. Manages external customer relationships to support property utilization.
10. Participates in the development and management of relationships with vendors, community partners, and funding partners to maximize property objectives.
11. Assists with the tactical phases of the plan of work in developing integrated operating objectives, action steps, and related budgets. Responsible for planning, development, and management of property operating and capital budgets.
12. Participates in the development and implementation of long range preventative maintenance plans for all properties with the goal of ensuring the safety and usage of council properties.

13. Works collaboratively to ensure a continuous planned system of land management in compliance with conservation practices and sensitivity to the environment.
14. Manages inventory control system, maintenance and replacement schedules.
15. Maintains accurate and current permanent records for all council properties; including annual site inspection reports, regulatory agency inspection reports, "as built" drawings of all facilities, major maintenance history, and contractual documents relating to all facilities and equipment.
16. Keeps informed of GSUSA property resources and relevant trends and best practices and provides leadership to ensure they are incorporated into GSGCF operations.
17. Serves as subject matter expert on cross-functional staff teams and volunteer committees to support performance objectives.
18. Supports the strategic priorities of the council.
19. Carries out other duties and assignments as assigned by supervisor.

Education, Experience, Skills and Qualifications:

- Belief in the mission, principles, values and standards of the Girl Scout Movement
- Willingness to take appropriate training and be a member of GSUSA
- Minimum 5 years directly relevant work experience in managing property, construction projects and development and implementation of maintenance programs that demonstrates the ability to perform the duties and responsibilities of the position is required
- Associate, Bachelor and/or certification in relevant field(s) desirable
- Knowledge of permitting requirements and local, state and federal laws, building and health codes preferred; knowledge of ACA (American Camping Association) standards desirable
- Proficient working knowledge of Microsoft Office (Word, Excel, Outlook)
- Experience in volunteer recruitment, management and retention, and customer service
- Demonstrated superior written/verbal communication skills, and high-level proficiency in general office, data entry, and recordkeeping skills; human relations skills; unequivocal commitment to inclusion and ability to work with persons of all racial, ethnic, social, and economic backgrounds; recognition of confidential matters and the ability to handle appropriately and with discretion
- Highly organized and able to plan and implement multi-faceted work load with minimum supervision, self-directed, and a team player that will contribute to a positive organizational leadership culture
- Ability to successfully complete tasks requiring both analytical and critical thinking skills; to creatively solve problems, identify solutions, and resolve conflict in professional manner
- Ability to perform tasks outdoors under varying climatic conditions and indoors in environmentally controlled conditions
- Ability to work for periods of time at a keyboard/phone/workstation and perform tasks in a busy office environment where noise level is moderate
- Requires physical strength and agility to safely perform all essential functions, including the ability to lift, carry, push, or pull (minimum 40 pounds) job-related equipment without assistance
- Ability to work a flexible schedule to include occasional Mondays, evenings and weekends
- Ability to travel independently during the day and night hours and perform position-related responsibilities in a wide variety of venues and environments
- Daily access to transportation is required; documentation of automobile insurance and ability to transport self and supplies to position-related activities is required
- Bilingual in Spanish and knowledgeable of culture is desirable

This document does not constitute a contract and is subject to revisions at GSGCF's discretion.  
Equal Opportunity Employer/Drug Free Workplace