

GIRL SCOUTS OF GULFCOAST FLORIDA, INC.
4780 Cattlemen Road, Sarasota, FL 34233
www.gsgcf.org

For consideration, email your resume and cover letter to hr@gsgcf.org

Position Title: Property Manager
Reports to: Director of Customer Care & Property
Schedule: Tuesday-Friday, occasional Mondays, evenings and weekends
Status: Full time Exempt
Location: Sarasota office and council properties
Salary: \$48,000 starting and excellent benefits
Date: April 2025 – open to fill position

Position Summary

The Property Manager 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.

<https://www.gsgcf.org/en/members/for-girl-scouts/camp-and-outdoors/OurCamps.html>

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 Director, Customer Care & Property and the Chief Executive Officer, is 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 work at all council properties, ensuring properties are in good repair, free from hazards, and meet all applicable standards.
4. Performs regular property site inspections and minor maintenance tasks as needed.
5. Coordinates contract specifications, solicits bids, coordinates selection approvals, and oversees contractors for maintenance and capital improvement projects on council owned/leased facilities/sites.
6. Manages property volunteers. Identifies projects and tasks and coordinates completion to achieve successful results.
7. Works collaboratively with staff and volunteers to support property utilization.
8. Participates in the development and management of relationships with vendors and community partners to maximize property objectives.
9. Assists with the tactical phases of the plan of work in developing integrated operating objectives, action steps, and related budgets. Assists with planning, development, and management of property operating and capital budgets.
10. 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.
11. Works collaboratively to ensure a continuous planned system of land management in compliance with conservation practices and sensitivity to the environment.

12. Manages inventory control system, maintenance and replacement schedules.
13. 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.
14. Keeps informed of property resources and relevant trends and best practices to ensure they are appropriately incorporated into GSGCF operations.
15. Serves as subject matter expert on cross-functional staff teams and volunteer committees to support property-related performance objectives.
16. Supports the strategic priorities of the council.
17. Performs other duties as assigned to support the council plan of work.

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 3 years directly relevant work experience that demonstrates the ability to perform the duties and responsibilities of the position is required
- Certification in relevant field(s) desirable
- Knowledge of local, state and federal laws, building and health codes preferred
- Proficient working knowledge of Microsoft Office (Word, Excel, Outlook)
- Experience in volunteer management 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 workload with minimum supervision; is 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 the council's discretion.
Equal Opportunity Employer/Drug Free Workplace