

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 plan, work that needs to be done, ensure that the work is assigned to appropriate volunteers or service providers, and maintain communication with those volunteers/providers to facilitate their work and track the results.

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

Responsibilities	Objectives	Current arrangements (2019)
Requests & concerns	Serve as primary contact for requests and concerns from users of the buildings.	
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. Caretakers also offered to help.
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? Restrictions for ad hoc furnace feeding by others?
Chimney cleaning: lodge, wax hut and caretaker's cabin	Establish frequency standard and arrange who/how to do safely.	
Lodge sanitation plan	Maintain/update the plan and seek permits when needed. Communicate to users.	Plan and permits in the kitchen.
Lodge minor repairs	Regularly check for minor repairs	Either repair broken items or find a

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	needed (replace light bulbs, doors not working etc).	volunteer or contractor to do the repairs.
Locker rentals	Address locker-related issues (re-direct payment/allocation queries to Registrar.) Work with Director to determine if/how to add lockers.	Locker payment and allocation delegated to 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. Track volunteers and communicate safety protocols.	Somewhat ad hoc in past. Better pre-planning can make better use of volunteers.
Wax-hut	Ensure clean 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.
Water	Clarify and track water usage, maintenance of cistern, water licence and fees for groundwater	Water cistern log book is currently in office. Maintenance scheduled? Need to clarify caretaker role in arranging refills? Cost-sharing?
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.	

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Big picture	Raise issues/opportunities with Director for building-related improvements or major repairs. Provide needs and estimates to the Director for budgeting and fundraising.	
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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.