



Position Title: Site Manager

Terms: One Year Part-Time Contract (20 hours per week)

Deadline: For immediate hire

Location: Wolseley, SK

We are seeking a part-time Site Manager for InterVarsity Circles Square Ranch Wolf Creek, a winterized retreat centre in Wolseley, SK. InterVarsity's mission is the *transformation of youth, students and graduates, in all their ethnic diversity, into fully committed followers of Jesus Christ*. In alignment with this purpose, the key requirement of the role is to care for and maintain the property, which necessitates the successful candidate living on site. If the successful candidate has experience hosting and cooking for groups people, the role would be expanded to include food service, including ordering food and preparing meals, as well as acting as the host on site. This is a one-year contract with potential to renew.

Key Requirement of Role:

- Reside on site
- Provide custodial and cleaning services for rental groups
- Maintain the buildings and property, including:
 - Water systems
 - Heating system
 - Lawn mowing
 - Snow clearing
 - Repairs as needed

Other negotiable aspects of role:

- Welcome and orient retreat groups to site
- Provide food service if groups request

The ideal applicant for this position will possess the following qualifications:

- Committed follower of Jesus Christ
- Self-motivated to accomplish daily work tasks with minimal supervision
- Willingness to seek and receive input from colleagues

- Experience with maintenance tools and machinery
- Experience with custodial services
- Valid driver's licence
- Gracious and hospitable to visitors on site
- Experience with ordering food supplies for large groups
- Experience cooking for large groups

Interested applicants are invited to email a resume and cover letter to Calvin Bennett, VP, Camp Ministry: cbennett@ivcf.ca

Employment is conditional upon a clear police reference check. The successful candidate must be able to affirm InterVarsity's Code of Conduct and Statement of Faith Agreement.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however only those candidates selected to move forward in the recruitment process will be contacted.