

JOB DESCRIPTION
**Deputy Council Commissioner
Properties
White Pine Council**

Accountable to: Council Commissioner
Appointment made in consultation with the Council Key 3.

Term: Appointed annually, to a maximum of 3 consecutive terms

Time Required: 5 to 7 hours per week; potential for 3 to 6 weekends per year

Major Responsibility:

Works with Council and Area level volunteers and staff to provide meaningful support to the Scouters of White Pine Council with a focus on implementing the Volunteer Support Strategy, specifically through development of properties across the Council. The DCC Properties will work to ensure that each Scouts Canada property is working to implement a strategy to support the delivery of quality program. The DCC Properties ensures that all properties operate in a fiscally responsible manner and adhere to all the risk management procedures of Scouts Canada, local governments and regulatory bodies.

Duties and Responsibilities:

1. Actively participates as a member of the Council Leadership Team working towards the successful implementation of the Volunteer Support Strategy.
2. Work closely and communicate regularly with the Council Property Manager and the Property Management Team at the Eastern & Northern Ontario Scouting Service Centre.
3. Chairs the Council Properties Committee:
 1. Ensures that Properties comply with quarterly and annual inspections and the Annual Property Standards checklists are submitted on time.
 2. Supports Property Managers and Committees in the implementation of the individual and Council Property Strategies.
 3. Supports and works with the Property Managers and Committees to further the development of the property within the national framework and according to the Individual and Council Property Strategies and Business Plans.
 4. Appoints and supports the Samac Camp Committee Chairperson in consultation with the Council Key 3.
4. Develops and monitors a plan for each of the properties in White Pine Council, that roll together into one Council Properties Strategy including:
 1. equipment maintenance and replacement plans;
 2. a long range development plan for Council, Area and Group properties;
 3. property conservation plans;
 4. major development projects;
 5. property budgets to ensure optimum usage and that targets and goals are met; and
 6. investigating alternative property revenue streams.

5. Ensures that volunteers are recognized for their contributions to Scouts Canada, especially relating to Properties through local/national awards process.
6. Communicate regularly with National Scouts Canada teams associated with Property Management as necessary.
7. Communicates on a regular basis and in a timely manner with the Council Commissioner and other Council stakeholders; reports all progress and difficulties encountered

Qualifications:

- Knowledge of property management or equivalent skills.
- Demonstrated leadership, management, problem solving and decision making skills.
- Has proven ability to inspire confidence, team effort and leadership in others.
- Excellent communication skills: ability to communicate clearly and professionally both verbally and in writing.
- Demonstrates a commitment to Scouting Mission, Principles and Practices through personal development and sound management practices.