



## JOB DESCRIPTION

# House and Grounds Coordinator

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### **General description:**

Appointed by the Board<sup>1</sup> and reporting to the Vice Commodore, this position is responsible for routine administration of the Club's buildings and grounds, including paid service providers and facility use.

### **Specific responsibilities include:**

1. Overseeing contracted service providers: housekeeping, garbage collection, grounds mowing, snow removal, security, fire equipment, appliance servicing, phone, hydro, internet;
2. First point of contact for members regarding concerns with any of the above services;
3. Overseeing facility use by members and approved outside users, with respect to authorization, scheduling, safety, security, care and cleanup;
4. Attending to routine or minor maintenance tasks and/or delegating such tasks to members of the House and Grounds Committee; and
5. Other functions and tasks within the above general scope of responsibilities, as assigned by the Vice Commodore.

**Comments:** this is a key support position for the Vice Commodore, whose direct responsibility for the Club's property ashore includes overall leadership of facilities development and maintenance, including: the House and Grounds Committee, long term planning, annual budgeting for facility maintenance, semi-annual work parties, and significant maintenance upgrade projects.

**Anticipated time demands (after initial familiarization period):** average of 3 hours per week over the year.

Date adopted by the Board of Directors: January 8, 2013

Date of last review \_\_\_\_\_

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<sup>1</sup> **All Board-appointed positions are for one year terms, renewable annually on the recommendation of the Board member responsible for the position.**