



Job Posting: Sich General Manager **Plast Toronto Branch | Grafton, ON | Part-Time**

About the Opportunity

Plast Toronto Branch is a registered charity with deep roots in Ukrainian scouting and community life. At the heart of its summer programming is Sich — a stunning lakeside property on Lake Ontario near Grafton, ON, featuring managed forests, recreational facilities, a seasonal campground, waterfront, and a tight-knit community of cottagers and members who cherish this land.

Sich is at an exciting turning point. Plast is streamlining management roles to invest in the property's future: improving infrastructure, increasing financial sustainability, and building a vision for Sich as a thriving, well-run community asset for generations to come.

This newly created leadership role is central to that vision. The Sich General Manager will be the senior on-the-ground leader — the person who knows everything happening on the property, keeps all the moving parts aligned, and ensures Sich is operated safely, effectively, and with a clear sense of purpose.

The Role

The Sich General Manager is a hands-on leadership role with broad accountability for the property's operations. This person directly manages day-to-day administration, compliance, facilities oversight, and stakeholder relationships — while also serving as the organizational hub that keeps seasonal staff, contractors, and volunteers coordinated and working toward a shared vision for Sich.

Working closely with the Toronto Branch Executive Director and the Interim Sich Management Advisory Committee (ISMAC) during an initial transition period (approximately one year), the Sich General Manager will build the systems, relationships, and institutional knowledge needed to operate with increasing independence. Over time, this role is intended to evolve into an autonomous position reporting directly to the VP of Operations & Sich and the Board of Directors, and liaising with the Toronto Branch Executive Director as needed.

The role is primarily seasonal (May through October), with year-round administrative responsibilities to ensure continuity and readiness for each new season.

Areas of Responsibility

The Sich General Manager is directly responsible for the work described below. Where appropriate, responsibilities may be carried out with the support of seasonal staff, contractors, or volunteers — all of whom this role recruits, supervises, and supports.

Facilities Operations & Maintenance

- Oversee the overall operation and maintenance of all Sich facilities, including electrical, HVAC, plumbing, fire detection and suppression, roads, grounds, and recreational infrastructure

- Oversee seasonal opening and closing of all facilities and amenities (pool, water systems, HVAC, utilities, waste management), ensuring all required public health notifications, permits, and inspections are completed on time
- Ensure regular property inspections are conducted for safety, compliance, performance, and asset integrity (liaise with public health, procure fire permits, coordinate water inspections); maintain a master log of issues, repairs, and capital improvement needs
- Manage execution of maintenance plans; procure estimates, obtain approvals, and ensure work is completed adequately, on time, and on budget
- Ensure compliance with all applicable codes and regulations (Ministry of Environment, Public Health, TSSA, ESA, fire safety, OBC, etc.)

People, Volunteers & Contractors

- Hire, onboard, and supervise seasonal staff (custodians, cleaners, lifeguards); confirm required certifications and training are in place before the season begins
- Help recruit and support volunteers and committees responsible for key functions at Sich; provide clear direction and ongoing communication
- Set work priorities, assign responsibilities, and follow up to ensure quality and timely execution across staff, volunteers, and contractors
- Manage relationships with contractors and service providers; review scope of work, track progress, and ensure contract compliance
- Coordinate directly with third-party inspectors and regulators as required

Administration & Compliance

- Maintain accurate records, maintenance schedules, safety plans, and daily water and pool logs
- Monitor materials, supplies, and equipment inventory; procure supplies and equipment within the approved budget
- Prepare and administer Use Agreements with renters and user groups; collect and verify safety plans, certifications, and insurance prior to use
- Ensure compliance with posted regulations, safety plans, and use agreements; conduct post-use inspections of facilities as needed
- Provide access to premises and respond to after-hours issues during the operating season
- Produce an annual Sich report summarizing the season's operations, maintenance activities, financial performance, community highlights, and priorities for the year ahead; present to the Board and share with the Sich community

Financial Stewardship & Fundraising

- Oversee the Sich operating budget in collaboration with ISMAC; track expenditures, flag variances, and ensure spending aligns with approved priorities and available resources
- Identify and champion opportunities to grow revenue and long-term financial sustainability at Sich through rentals, programming, and community use of the property
- Support fundraising initiatives led by volunteers or committees.
- Ensure relevant grant opportunities are identified and pursued; oversee or support the preparation of grant applications related to Sich's infrastructure, environmental stewardship, staffing, or community programming
- Work with Executive Director and ISMAC or VP Operations & Sich to maintain records and reporting related to grant compliance, and financial accountability to the Board

Community & Stakeholder Relations

- Serve as the primary point of contact and on-site leader for Plast members, tenants (Club Krym, Club UPO), renters, and the broader Sich community
- Work closely with ISMAC to align operational priorities, community vision, and long-term planning for the property
- Support Plast programming and activities at Sich; cooperate with association leadership and ensure compliance with Rules and Regulations and lease terms
- Establish & maintain relationships with local and municipal government representatives; engage with local communities & businesses
- Foster a welcoming, well-functioning community that members, volunteers, & guests are proud to be part of

What We're Looking For

The ideal candidate is a resourceful, organized, and people-oriented professional who is equally comfortable managing administrative details and leading a team. Some familiarity with property or facilities operations is important, and genuine comfort in a community-driven, volunteer-based organization is essential.

- Proven ability to lead, coordinate, and motivate staff, contractors, and volunteers; comfortable setting priorities and holding others accountable
- Experience in a management or coordination role; facilities or property management experience is an asset
- Sound judgment in managing budgets, procurement, and financial oversight
- Ability to support or lead grant-writing efforts
- Familiarity with regulatory requirements for campgrounds, pools, and/or public facilities is an asset
- Detail oriented, with strong organizational skills; comfortable maintaining records, contracts, logs, and documentation
- A collaborative, community-minded approach — able to work respectfully with long-time members, diverse stakeholders, and volunteer committees
- Comfortable working independently in a rural, outdoor setting
- Valid driver's license and access to a personal vehicle

Working Conditions & Compensation

Compensation: \$35/hour

Hours: Approximately 20 hours/week, primarily during Sich operating season. Flexibility required for evenings and weekends during the season. Year-round administrative availability is expected to maintain continuity between seasons.

Season: Primarily May–early October, with some year-round administrative responsibilities.

Location: Plast Sich, Grafton, ON. Primarily on-site during the operating season.

Accommodation is available at the camp residence, plus meals while Plast camps are in sessions (July).

Landline phone and internet provided on-site. Use of personal vehicle and electronic equipment required.

Plast Toronto Branch is committed to the safety of children and youth. All staff are required to provide a valid Vulnerable Sector Check prior to employment.

Please send your resume and cover letter by April 1, 2026 to: careers@plasttoronto.ca. Please submit any questions by email or call: 416-236-9998.