

Fort Sackville Foundation
House Coordinator—Volunteer Job Description

A member of the Fort Sackville Foundation (FSF), the volunteer House Coordinator:

- reports to the Executive Committee and works collaboratively with FSF executive and coordinators, in particular the Grounds Coordinator.
- recruit volunteers, when appropriate.
- prepares an estimate for annual budget deliberations.
- is familiar with the lease agreement and liaises with the HRM Heritage Coordinator and Property Management staff regarding Scott Manor House and its maintenance.
- reviews all recommendations from consultants and members regarding maintenance, repairs and renovations.
- recommends and submits projects (that are beyond the approved budget) and their estimated costs in writing to the Executive.
- regularly monitor the interior of the Manor (water, heat, electrical and security) and report any issues to the Executive
- oversee approved projects that are within the scope and ability of our volunteers.
- arrange for hiring regular cleaner(s) for Scott Manor House.
- when necessary, arrange for interior painting, if possible through volunteers, of Scott Manor House.
- retain a supply of simple tools and materials (light bulbs, cleaning supplies etc.) in Scott Manor House.
- coordinate entry into the Scott Manor House for HRM staff, contractors, etc.
- prepares annual summary report for Executive, including a list of all donors and volunteers.
- completes other duties as assigned.