



CAMP RANGER

POSITION DESCRIPTION

TITLE: Camp Ranger

JOB CODE: 7639

INCUMBENT: NA

**DATE OF EMPLOYMENT
IN THIS POSITION:**

POSITION REPORTS TO: Director of Cub Scout camping
PREPARED BY: Joseph D. Sadewasser

**DATE PREPARED/
UPDATED:** 2/3/15

POSITION CONCEPT:

The Ranger is a key member of Scouting's camping team providing onsite management and maintenance of camp facilities and properties. This position supervises and organizes those employees and/or volunteers responsible for seasonal and year-round maintenance, health and safety, and security duties.

PRINCIPAL RESPONSIBILITIES:

- 1) Supervise and facilitate all use of property. Live on site and patrol property as necessary for safety and service. Ensure all physical property and equipment is maintained in operational condition and good appearance, being particularly alert to conditions which could affect health, safety, sanitation and good organization of the camp. Develop and follow project schedules for regular inspections to determine essential repairs, routine maintenance, operational procedures and ordering supplies as approved by supervisor. Maintain current and historical documentation of all repairs conducted at camp.
- 2) Provide excellent customer service to all internal and external stakeholders who use the property. Update and maintain online camp reservation system, in partnership with camping department staff, for year-round weekend and summer camp residential use of property and facilities. Cooperate closely with the Director of Cub Scout Camping and the seasonal summer camp director and his or her staff to provide a quality and safe summer camp experience for youth and adult participants. Maintain harmonious relationships with local officials and governmental services, adjoining landowners and neighboring communities. Represent the council well in contact with visitors and be able to communicate effectively while enforcing the established council policies and procedures.
- 3) Comply with established council business procedures including bookkeeping of petty cash, credit card log, reconciliation of camp reports, deposits, purchase orders and retaining business records. Assist in operating and capital expenditures including budgets, bids and construction improvements and the identification and securing of new revenue sources and user groups for property utilization as outlined in the council long range property and strategic plan.

SPECIFIC RESPONSIBILITIES:

- 1) Supervise and facilitate all use of the camp. Assist other camp rangers as assigned, assist with maintenance of council service centers as needed.
- 2) Partner with Director of Cub Scout Camping to manage property utilization by recruiting and training volunteers to serve as weekend Campmasters and Quartermasters.

RESPONSIBILITY FOR STAFF SUPERVISION (HEAD RANGERS ONLY):

Give staff leadership, with emphasis both on results and staff member development, to:

Direct:

- 1) Camp Rangers and Care Takers

MATERIALS AND EQUIPMENT USED:

Motor vehicles, heavy equipment, power tools, hand tools, computers/printers, copiers, telephone system and smartphone. 100% of time

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Physical requirements include reaching, standing, walking, pulling, twisting, pushing equipment, bending, feeling, talking, hearing, stretching, fingering, grasping, lifting, repetitive motions, computer keyboarding. Frequent lifting of equipment up to 100 pounds; employees are expected to work with others to safely lift heavy items. Must have the ability to perform a variety of maintenance skills with specialized capability in at least one technical skill. Must be able to sit and work at a computer keyboard and be able to perform repetitive and stretching motions. Must maintain current driver's license (Missouri Class E or Illinois equivalent) and be insurable by the council's property and casualty insurance company. 100% of time

MENTAL DEMANDS:

Reading, detail work, confidentiality, stress, problem solving, language, training, math, reasoning, verbal communication, written communication, customer contact, multiple concurrent tasks, frequent interruptions in a fast-paced environment, continual change. 100% of time

WORKING CONDITIONS:

This position is exposed to all weather environmental conditions. Must be able to maintain regular attendance. This position requires the employees to work long, irregular hours when needed, including early mornings, evenings and weekends as demanded by work load. Additional employment outside of this position is not possible without advance approval of the Scout Executive/CEO. Must be able to plan personal time and schedule work without direct supervision. Requires accessibility outside of normal business hours to deal with after-hours emergencies. Rangers are required to reside at the camp property. 100% of time

WORKING RELATIONSHIPS, SUPERVISION, VOLUNTEER RELATIONS:

Recognize the importance of a good working relationship with other staff members. Recognize the importance of a close and harmonious working relationship with all volunteers and customers.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent is required. Technical college education is preferred. Facilities management experience is preferred.

ESSENTIAL SKILLS REQUIRED:

- Successful experience in property administration, including certification required by the Boy Scouts of America National Camp School and local, state and federal governments.
- Provide a positive professional example to council staff.
- Maintenance and/or property management skills.
- Volunteer recruitment skills.
- Ability to communicate effectively with internal and external customers.
- Organizational skills and proven ability to work with minimal supervision.
- Basic fiscal management and budget development skills.
- Basic knowledge of computers (Windows, Microsoft Office) and use of email and the internet. Employee will be trained in custom software as needed.

Accepted By: _____

Date: _____

Approved By: _____

Date: _____