

As an exempt council employee, the camp ranger is responsible to the Scout Executive, working under the direct leadership of the Vice President of Camping Operations, for the supervision, operation, and maintenance of physical facilities and property in the area to which they are assigned. During summer camp operation, the ranger usually reports to the camp director daily, under the leadership of the VP of Camping Operations. The ranger serves as an ambassador of goodwill as well as an administrator of BSA and Council policies.

### POSITION REQUIREMENTS:

- High school degree or higher with college education preferred.
- Ability to plan personal time and work with a minimum of supervision.
- Ability to relate well with people and to have a friendly and helpful attitude toward the Scouting family and the public.
- Ability to effectively enforce and assist in the establishment of council policies and procedures.
- Ability to utilize a computer for online facility maintenance and reservation management system.
- Ability to perform a variety of basic maintenance skills, including plumbing, electrical, and carpentry.
- Have experience in using basic hand tools and making basic mechanical repairs.

### PERSONAL REQUIREMENTS

- Be at least 25 years old with prior maintenance or camp staff experience.
- Personal habits that reflect Scouting's best interests.
- Physically and mentally fit with ability to lift equipment up to 50 pounds. (Expected to work with others to lift heavy objects or equipment.)
- Financial and personal integrity.
- Maintain a current Virginia driver's license and be insurable on the Council insurance policies.
- Willing to accept a flexible work schedule that often includes weekends and holidays.
- Willing to subscribe to and live by the basic tenets embodied in the Scout Oath and Law and become a member of the Boy Scouts of America.
- Candidate will submit to a criminal background check, including motor vehicle driving record history.
- Computer literacy with basic ability in Windows operating systems and Office 365 programs (Word, PowerPoint, Excel, and OneDrive) so to communicate effectively with reports and spreadsheets.
- Some college education is beneficial. An associate degree or bachelor degree is preferred.

### SPECIFIC DUTIES

The Camp Ranger's specific duties include but are not limited to the following:

- Protection and control of property and people-
  - Supervise all use of the property. Patrol the property as necessary for trespass, vandalism and fire.
  - Ensure a safe and healthy camp environment and know emergency procedures, adhering to the Guide to Safe Scouting and the National Camp Accreditation Standards.
- Business responsibilities-
  - Comply with established Council business procedures, including accounting and petty cash and other funds; submitting reconciliation reports monthly.
  - Submit regular reports and maintain essential business records.
  - Supervise maintenance contractors as assigned.



- Operation of physical facilities and property-
  - Conduct yourself in a manner such that customer service is the #1 priority; ensuring all facilities are properly cleaned and prepared to campers upon arrival, addressing any needs as they arise.
  - Have a working operational knowledge of; and ensure that all physical property and equipment, including tractors and mowers, are in safe operating condition.
  - Be particularly alert to conditions that effect health, safety, sanitation, and good housekeeping practices.
  - Aid in the establishment and following of work schedules for routine maintenance and operational procedures. Order necessary supplies when required.
  - Cooperate closely with the Camp Director, Campmasters, and Camping Committee to effectively resolve questions of facility operation, especially when checking groups in and out, issuing equipment, submitting records, and reports of each occupancy and related matters.
- Maintenance of physical facilities and property-
  - Maintain the comprehensive electronic facilities maintenance, preventative and proactive, system as identified and approved by the Council Camping Committee.
  - Make regular inspections to determine essential repairs and corrective actions required.
  - Submit estimates of time and materials when necessary and perform general repairs as authorized.
  - Maintain a record of all maintenance performed, ultimately to be uploaded into the approved electronic maintenance management solution.
  - Maintain the approved property conservation plan and forestry plan.
- Relationships-
  - Maintain harmonious relationships with local officials and government services, adjoining landowners, and neighboring communities.
  - Develop and grow relationships with local contractors and suppliers to best represent the Council.
  - Develop a strong relationship with the members of Camping Committee, with a focus of growth and expansion to support the camp.
  - Provide excellent customer service to all internal and external stakeholders who utilize the property.
  - Maintain good housekeeping practices surrounding the Ranger’s residence and throughout the camp property.
  - Maintain a harmonious relationship with the Camp Director, and other seasonal staff.
- Program-
  - Assist with Council programs and activities especially when they occur at Camp.
  - Perform other duties as assigned.

ADDITIONAL INFORMATION:

Compensation includes on-site housing, utilities, vehicle, competitive benefits; salary will depend on qualifications.

VOLUNTEER AND STAFF SUPERVISION:

Directly:       Volunteers – 10-20  
Indirectly:     Volunteers – 75-100



OTHER RELATED ACTIVITIES:

This position works with volunteers performing camping/programmatic/administrative tasks and must maintain positive relationships with them.

MATERIALS AND EQUIPMENT USED:

Tools/shop, vehicles, trailers, tractor, golf cart, chain saw, mower deck, weed eaters, aquatics equipment shooting sports equipment, commercial kitchen equipment.

PHYSICAL ACTIVITIES:

Sitting, kneeling, reaching, pushing, standing, walking, lifting, fingering, grasping, feeling, talking and hearing.

PHYSICAL REQUIREMENTS:

Medium to heavy work.

WORKING CONDITIONS:

The worker is subject to both inside and outside conditions and may be exposed to environmental conditions.

