Title: Camp Ranger | Naish Scout Reservation
Position Reports to: Director of Support Services

**JOB SUMMARY:**
The Ranger is a key member of Scouting’s camping and facilities team providing onsite management and maintenance of Camp Naish facilities and property as well as some maintenance needs of the Council Service Center. The camp ranger is responsible to the Director of Support Services, working with and through the direct leadership of the Vice President of Properties, for the supervision, operation, and maintenance of the physical facilities and property of which assigned to.

During summer camp operations, the ranger usually reports to the camp director. The ranger serves as an ambassador of goodwill as well as an administrator of BSA and Council policies. The ranger is responsible for seasonal and year-round maintenance, health and safety, and security duties.

**PRINCIPAL RESPONSIBILITIES:**
Supervise and facilitate use of property. Live on site and patrol as necessary for safety and service. Ensure all physical property and equipment is maintained in safe operating condition and good appearance, being particularly alert to conditions which could affect health, sanitation, and good organization of the camp. This includes the camp ranger residence. Know emergency procedures, adhering to the Guide to Safe Scouting and the national Camp Accreditation Standards. 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.

Provide excellent customer service to all internal and external stakeholders who use the property. Work closely with council staff regarding year-round and weekend usage of camp property to ensure the camp is prepared for those using camp resources. Maintain harmonious professional relationships with local officials and government services, adjoining landowners, and neighboring communities. Positively represent the council in contacts with visitors and be able to communicate effectively while enforcing established council policies and procedures. Work in close cooperation with Camp Director, Camp Master Corps, and Camp Property Committee to resolve questions of facility operations, especially during checking groups in and out, issuing equipment, submitting records, and reports of each occupancy and related matter. Develop and maintain a strong working relationship with the camp facilities volunteer group and the camping
committee with a focus on growth and expansion to support the council executive board plans.

Comply with established council business procedures including bookkeeping of petty cash, expense reporting, purchasing cards, reconciliation of camp reports, cash handling, purchase order usage, and retaining business records. Direct accountability to the maintenance spending budget. Direct oversight to day to day maintenance as well as capital projects and bids. Assist with Council programs and activities as requested. Perform other work duties as assigned. Obtain certifications as required/needed for property operations.

MATERIALS AND EQUIPMENT USED:
Motor vehicles, heavy equipment such as tractors, skid steers, commercial lifts, etc., power tools, hand tools, computers/printers, copiers. Shooting Sports equipment, aquatic equipment, commercial kitchen equipment. Telephone systems and smartphone.

PHYSICAL ACTIVITIES AND REQUIREMENTS:
Physical requirements include reaching, standing, walking, pulling, twisting, pushing equipment, bending, feeling, talking, hearing, stretching, 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 and personal auto insurance and be insurable by the council’s property and casualty insurance company.

MENTAL DEMANDS:
Reading, detail work, confidentiality, stress, problem solving, language, training, math reasoning, verbal communication, written communication, customer service and contact, multiple concurrent tasks, frequent interruptions in a fast-paced environment, continual change.

WORKING CONDITIONS:
This position is exposed to all weather and environmental conditions. Must be able to maintain regular attendance. This position requires the employee to work long, irregular hours when needed, including early mornings, evenings, and weekends as demanded by workload. Additional employment outside of this position is not possible. 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. The ranger is required to reside at the camp property.
WORKING RELATIONSHIPS, SUPERVISIONS, 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:
Mature adult 21 years of age or older. A high school diploma or equivalent is required. Technical college education is preferred. Facilities management experience is preferred. A valid driver license and the ability to read, write, and communicate with others clearly. Must meet all Boy Scouts of America eligibility requirements and be able to complete BSA National Camp School Ranger Certification. Previous experience with the Boy Scouts of America desired but not required.

ESSENTIAL SKILLS REQUIRED and OTHER INFORMATION:
Provide a positive and professional example to staff and all others you encounter. Maintenance and/or property management skills. Volunteer recruitment skills. Ability to communicate effectively with internal and external customers with a friendly and helpful attitude toward Scouting and to the public. Organizational skills and proven ability to work with minimum supervision. Basic fiscal management skills. Basic knowledge of computer and use of email and internet. The ranger will be trained in custom software as needed. Accept a flexible work schedule that will include some weekend work. This position includes vacation, health coverage, retirement, and housing.

TO APPLY:
Email resume and/or cover letter to alan.sanders@scouting.org

Boy Scouts of America Equal Employment Opportunity Policy

The BSA is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, gender identity, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.