

CAMP GORTON RANGER
JOB DESCRIPTION**POSITION CONCEPT**

The Camp Ranger is a key member of the Five Rivers Council's camping team providing onsite management and maintenance of camp facilities and properties. This position is responsible for all seasonal and year-round maintenance, health and safety, and security at the property. The Ranger is the public face of the camp to Scouts, Scouters, parents, and the general public.

PRINCIPAL RESPONSIBILITIES**PROTECTION AND CONTROL OF PROPERTY AND PEOPLE**

- Manages and controls all usage of the property and facilities. Patrol property, as necessary, for trespass, vandalism, fire, and general cleanliness.
- Ensure safe operating conditions and know emergency procedures.

BUSINESS RESPONSIBILITIES

- Comply with established council business procedures including accounting of petty cash and other funds, ordering of supplies, and record keeping.
- Submit regular reports and maintain essential business records.
- Supervise seasonal employees when assigned.

OPERATION OF PHYSICAL FACILITIES AND PROPERTY

- Keep all physical property in good operating condition. Be particularly alert to conditions which affect health, safety, sanitation and good housekeeping.
- Establish work schedules for routine operational procedures and order necessary supplies.
- Cooperate closely with the Camping Committee, Scout Executive, and Camp Director to effectively resolve operational, facility, and maintenance issues (including checking groups in and out of camp, issuing equipment, submitting records and reports).

MAINTENANCE OF PHYSICAL FACILITIES AND PROPERTY

- Make regular inspections to determine essential repairs and take corrective action.
- Submit estimates of time and materials when necessary, and perform general repairs as authorized.
- Supervise implementation of property conservation plans and projects.
- Ensure compliance with all local, state, federal, and BSA policies and rules.
- Maintain record of all maintenance action.
- When specifically authorized, undertake and/or supervise construction to council specifications.

RELATIONSHIPS

- Maintain harmonious relationships with local officials and Government Services, adjoining landowners, and neighboring community.
- Favorably represent the council in contacts with visitors, Scouters and Scouts.
- Facilitate and support the Campmaster Program
- Organize, facilitate, and support all camp work improvement projects.
- Maintain good housekeeping practices surrounding ranger's residence and in all public areas of the property.

COMPENSATION

The Comprehensive Compensation Package includes:

- Competitive Salary
- Housing w/all utilities paid
- Phone & Internet
- Medical, Dental & Vision Insurance
- Retirement Plan
- Camp Truck for Scout Business

POSITION QUALIFICATIONS

1. Ability to get along with people and to have a friendly and helpful attitude toward the Scouting family and the public.
2. Ability to effectively enforce established council policies and procedures.
3. Ability to perform a variety of maintenance and property management skills with specialized capability in at least one technical skill.
4. Ability to plan personal time and schedule work without direct supervision.
5. Willingness to be trained in CPR, become certified in Red Cross First Aid Training, and attend BSA Camp School (cost of training provided by the Council).
6. Must become and maintain registration as a member of the Boy Scouts of America and pass a Background Check.
7. Personal qualities:
 - Over 21 years of age
 - Physically and mentally fit
 - Personal habits which reflect Scouting's best interests
 - Financial and personal integrity
 - Computer skills (MS Office & E-mail)
 - Valid New York State Drivers License
8. Start Date: April 1, 2020.

Please submit a resume and cover letter by February 21, 2020 to:

Shirley.Blakeman@Scouting.org

or

Five Rivers Council, BSA
244 W. Water Street
Elmira, NY 14901