



Camp Ranger Position Description

Reports to: Facilities and Property Manager
Position Status: Seasonal, Part-Time
FLSA Status: Non-Exempt
Prepared by: AZK
Revision Date: September 2025

Job Summary

Under the general direction of the Facilities and Property Manager, the Camp Ranger provides general maintenance and custodial services to ensure camp facilities and grounds at Timbercrest Camp are well maintained, in good repair, safe, accessible, and utilized effectively. The Camp Ranger works closely with council staff and all authorized users or visitors to have a successful and safe experience. The Camp Ranger is responsible for preparing the property for all activities held at the site.

Essential Duties and Responsibilities

- Provides a camp environment that maximizes the opportunity for safe, secure, and successful experiences for girls, adult volunteers, staff, visitors, and other authorized users
- Manages the operations of recreational facilities and grounds at Timbercrest Camp
- Performs seasonal grounds, facilities, and equipment inspections and security checks to ensure safety of individuals, and necessary repairs or maintenance. Reports any findings to the Facilities and Property Manager
- Cleans and maintains; buildings, equipment, and water systems
- Implements a routine schedule of maintenance for facilities, equipment, grounds, and water system
- Responsible for ensuring water system is meeting all of the requirements of drinking water regulations as determined by regulatory agencies
- Serves as the council representative for receiving maintenance shipments or deliveries, as well as meeting with vendors, contractors, inspectors, and other site visitors
- Prepares and facilitates the use of camp for all types of scheduled uses to include but not limited to: greeting arrivals; providing orientation for use of site, safety and facility rules, and on-going support during use
- Performs and records buildings and grounds maintenance. Includes, but not limited to trail clearing, camp road, and lawn mowing
- Submits estimates of time and materials report. Purchases building and maintenance supplies, equipment, or furniture as approved
- Under the direction of the Facilities and Property Manager, plans, budgets, schedules, coordinates, and prepares final evaluation for general maintenance, major repairs, and remodeling or construction projects
- Solicits and analyzes estimates for repairs, renovations, and maintenance and provides recommendations. Provides on-site supervision for contracted and vendor work
- Maintains written record of work performed and forecasted needs.
- Provides information documenting maintenance costs as appropriate to the Facilities & Property Manger
- Completes and maintains written inventory lists of tools, equipment and supplies

- Confers with management to discuss and resolve complaints
- Ensures that the camp is properly opened and closed for GSMW camp sessions and/or other authorized site uses. Includes but not limited to cleaning and making repairs, ensuring operable water systems, moving equipment, and winterization
- Ensures compliance with relevant federal, state and local laws, regulations, and codes
- Provides support to staff during planning and preparations for GSMW camp sessions
- Assists with implementation of council goals, as required
- Other duties as assigned

Council

- Represents GSMW in a professional manner at all times, modeling behavior consistent with the mission and purpose of Girl Scouting
- Interprets the Girl Scout Leadership Experience philosophy and the council's policies, procedures and standards
- Promotes and assists with Council wide programs, activities, and public relations endeavors
- Optimizes technology to support customer service for volunteers
- Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scouts message of pluralism and diversity to members of the council

Experience/Education

- High School diploma or equivalent; two to five years of experience related to facilities maintenance and/or training or the equivalent combination of education and experience
- Knowledge of general maintenance, construction, carpentry, plumbing, electrical, water, and mechanical systems needed to maintain facilities and grounds
- Customer service skills
- Valid driver's license and current automobile insurance
- Previous non-profit experience preferred

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to work indoors or outdoors and in all weather conditions
- Able to relate well to others and possess a friendly and helpful attitude
- Strong oral and written communication skills
- Strong reasoning skills
- Good organizational and planning skills
- Detail oriented and works with a high degree of accuracy
- Able to work independently with a minimum of supervision
- Highly organized and flexible
- Able to multitask and meet changing deadlines
- Willing to take on multiple tasks, both large and small
- Physical strength and stamina are essential and include lifting up to 75 pounds occasionally and walking at least one mile over uneven terrain
- Able to supervise contract services and work groups
- Available, when needed, for all activities and events scheduled at the site
- Willing to work a flexible schedule including evenings and weekends
- Able to handle confidential and/or sensitive information with good judgment and complete discretion
- Proactive thinker with ability to identify problems before they arise

- Able to prepare reports as required
- Working knowledge of word processing and email relevant to the position

WORKING CONDITIONS

Physical Demands

- Performs manual labor in an indoor or outdoor setting and under all weather conditions
- Frequent walking, standing, bending, stooping, reaching, and moderate lifting (at least 50 pounds)
- Auditory ability to respond to critical incidents
- Use of fingers, hands, legs, and arms
- Close, distance and peripheral vision
- Exposure to seasonal weather conditions; occasional severe weather conditions
- Lifting up to 75 pounds
- Work in an indoor and outdoor environment with usually moderate noise levels
- Other demands as determined by council

Environmental Conditions

The employee performs work in a residential camp setting. The employee could be faced with interruptions and under varying weather conditions.

Sensory Demands

The employee spends time requiring moderate concentration. The employee must also spend time on the computer entering information which requires attention to detail and high levels of accuracy.

Mental Demands

There are a number of deadlines associated with this position, which may cause stress. The employee must also deal with a wide variety of people on various issues. Must be able to apply problem solving skills both for initial response to situations and issues as well as during the course of regular business.

Core Competencies

Accountability: Acts with a clear sense of ownership. Takes personal responsibility for decisions, actions, and failures. Establishes clear responsibilities and processes for monitoring work and measuring results.

Communication: Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.

Innovation: Applies original thinking to improve processes and services.

Integrity and Trust: Widely trusted and seen as a direct, truthful individual. Able to present the truth in an appropriate and helpful manner. Keep confidences and does not misrepresent for personal gain.

Teamwork: Works with and helps others to accomplish goals.

Position Competencies

Care and Use of Equipment: Able to perform all maintenance and operation checks of job related equipment, and able to care for the organization's property.

Job Knowledge: Refers to the amount of relevant job knowledge and skill an employee has. Includes awareness and possession or mastery of special facts, practices, manual skills and techniques and decision-making methods. How well the employee is knowledgeable of services, policies and procedures.

Results Driven: Works well independently, staying self-motivated and self-directed. Becomes increasingly more efficient in performing job responsibilities. Successfully leverages new skills, resulting in improved performance.

Safety: Refers to training, licensing, safety procedures and use of special equipment to prevent injury in the workplace. The employee inspects the work environment and equipment. The employee stores products and equipment in its proper location to ensure an organized work area. The employee is following standard operating procedures, safety work rules and good general practices.

Work Quality: Able to achieve desired outcomes with a minimum of avoidable errors and problems.

Safety

GSMW will provide safe working conditions for each employee. In return, GSMW expects each employee to recognize their obligation to conduct themselves with regard not only for their own safety, but also for the safety of their fellow employees/volunteers. Employee is expected to follow safety rules and procedures, including those specific to their position. Employee is expected to attend and participate in safety meetings or training, when required, and report unsafe circumstances to their supervisor or other specified individual. Employee shall perform all safety duties specific to their position.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

I have read and received a copy of this job description.

Employee Signature/Date

Supervisor Signature/Date