

CAMP RANGER

JOB DESCRIPTION

(Task Oriented)

Title: _____

Title Code No. _____

Incumbent: _____

Date of Employment
this position: _____

Position Reports
to: (Title) _____

Date first
employed: _____

Description
prepared by: _____

Date prepared
(or date revised) _____

Approved by: _____

Date approved: _____

POSITION CONCEPT

As a council employee, the camp ranger is responsible to the Scout executive for the operation and maintenance of physical facilities and property in the area to which he is assigned. The Scout executive may delegate this direct responsibility to a member of his staff.

Under remote direction, the work of the ranger will be determined through regular conferences and/or written directives from his supervisor. He will have participated in a five day Camp Ranger School.

PRINCIPAL RESPONSIBILITIES

PROTECTION AND CONTROL OF PROPERTY AND PEOPLE

- Control all unauthorized use. Patrol property, as necessary, for trespass and fire.
- Ensure safe operating conditions and know emergency procedures.

BUSINESS RESPONSIBILITIES

- Comply with established council business procedures including accounting of petty cash and other funds.
- Submit regular reports and maintain essential business records.
- Supervise maintenance employees when assigned.

OPERATION OF PHYSICAL FACILITIES AND PROPERTY

- Keep all physical property in acceptable operating condition. Be particularly alert to conditions which affect health, safety, sanitation and good housekeeping practices.
- Establish work schedules for routine operational procedures and order necessary supplies.
- Cooperate closely with camp director or campmaster corps to effectively resolve questions of facility operation.

MAINTENANCE OF PHYSICAL FACILITIES AND PROPERTY

- Make regular inspections to determine essential repairs and corrective action.
- Submit estimates of time and materials when necessary, and perform general repairs as authorized.
- Maintain record of all maintenance action.

RELATIONSHIPS

- As directed, 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.
- Maintain good housekeeping practices surrounding ranger's residence and in semi-public area of such residence.

REFERENCE

- Camp Maintenance Management, No. 3688. Boy Scouts of America

SPECIAL RESPONSIBILITIES

When specifically authorized, undertake and/or supervise construction to council specifications. When directed, order materials and maintain records.

When authorized, provide program assistance to supplement campmaster corps. Check groups in and out of camp, issue equipment and submit record and report on each occupancy.

Other tasks as assigned by supervisor.

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 skills with specialized capability in at least one technical skill.
4. Ability to plan personal time and schedule work without direct supervision.
5. Personal qualities
 - Over 21 years of age
 - Physically and mentally fit
 - Personal habits which reflect Scouting's best interests
 - Financial and personal integrity

