

**TITLE:** Part-Time Ranger  
**REPORTS TO:** Director of Outdoor Experience  
**FLSA CLASSIFICATION:** Part-time, Non-Exempt  
 Hours vary seasonally; 20 hours/week average  
 Up to 40 hours/week in summer season  
**DATE:** February 2021  
**HIRING RANGE:** \$14.00 - \$17.00 per hour  
**WORK LOCATION:** Assigned Camp Property

**SUMMARY OF POSITION**

The Ranger ensures the efficient and safe operation of the facilities and property of the assigned site(s). The incumbent, maintains the property and equipment, manages property development and natural areas, maintains outdoor and indoor program facilities, practices preventative risk management, and performs or supervises all activities related to site maintenance as needed. The Ranger must have exemplary customer service skills and be naturally customer focused as they will be responsible for actively hosting groups using the property.

**ACCOUNTABILITIES**

- **RISK MANAGEMENT:** Practice alert preventative risk management to ensure the safety of all users. Provide logistical support to Girl Scouts, adults, volunteers and staff, and other groups using site. Provide necessary security to ensure the safety of users and to reduce the risk of vandalism and theft. Respond to property-related emergencies and critical issues in a timely manner, notifying the appropriate supervisor immediately.
- **HOST:** Actively host groups and troops using the property. Ensures sites are ready for groups and troops.
- **PROPERTY DEVELOPMENT:** Provide onsite coordination and assistance for property development. Assists in development of capital maintenance schedule for site.
- **FACILITIES & EQUIPMENT:** Perform or ensure completion of all scheduled preventive maintenance on all structures and equipment (i.e., weekly, monthly, annually). Maintain the appropriate appearance of the camp property (i.e., cutting grass, road maintenance, painting signs etc.) to ensure the safety of users and staff as well as the visual appeal of the camp. Ensure that all facilities and facility equipment (e.g., related to the water supply, plumbing, heating, refrigeration, cooking, electrical equipment, lighting, machinery and vehicles) are functioning properly. Repair or supervise the repair of other equipment including obtaining bids from multiple companies when appropriate and submitting to the appropriate staff for approval and contracting. Maintain the necessary certifications and inspections.
- **SUPPLY MAINTENANCE:** Assist in maintaining an inventory of all supplies, equipment, and tools related to facility use and maintenance; monitor their issue and use.
- **SEASONAL PROGRAM SUPPORT:** Assist in seasonal start-up/shut-down of the camp. Perform maintenance and support to the operation of camp or other program delivery at site.
- **VEHICLES:** Maintain vehicle maintenance logs and records of work performed on all vehicles at assigned site(s).
- **BUDGET:** Assist in budget planning for building and equipment maintenance and properly document expenses/submit receipts according to Council guidelines.
- **TRAILS & NATURAL AREAS:** Provide for the maintenance of recreational trails, etc. and participate in sound management practices for natural areas as needed.
- **SUPERVISION:** Develops sources for and manages seasonal/as needed maintenance/property assistants. Sources and oversees work of contract/sub-contract providers including competitive bid process.
- **ANIMAL ASSISTANCE:** Relocates any wildlife that are a danger to users, or obtains help from professionals should the need arise.

- OTHER: Other duties as assigned by Director of Outdoor Experience.
- Coordinate efforts to incorporate volunteers into work plan, following outlined volunteer management processes including recruitment, selection, onboarding, training, supervision, evaluation, record keeping and recognition.
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### QUALIFICATIONS

#### *Core Competencies*

- Decision making
- Time management/project prioritization
- Problem Solving
- Customer Responsiveness
- Budget management
- Verbal/written communication
- Self-motivated

#### *Education, Experience, & Certifications*

- High school diploma or equivalency required. Associate's degree or apprenticeship program in a trade area (electrical, plumbing, carpentry) is preferred.
- License/ certification in at least one trade area is highly desirable.
- 2+ years of related experience including property & facility management in a camp or similar setting, equipment use, maintenance and repair, use of power tools, and project management.
- Proven human relations skills.
- Demonstrated competency in planning and time management, and problem solving/conflict management.
- Knowledge of Girl Scout philosophy, American Camp Association standards, and NC state laws are highly desirable.

#### *Skills & Competencies*

- 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to maintain a high customer service focus for all internal and external customers (staff, volunteers, families, girls, community visitors, vendors, etc.).
- Ability to organize, plan and implement multiple projects and to work independently with minimal supervision to achieve goals and objectives.
- Excellent communication skills, both oral and written, including knowledge and use of proper grammar, punctuation, and spelling.
- Demonstrated knowledge of facilities, vehicle, and equipment maintenance and repairs.
- Experience operating and maintaining zero turn riding mower, tractor, fold-out bush hog equipment, scrape blade and other implements.
- Knowledge of, experience with, and ability to safely utilize various power tools including chain saw, weed eaters, and blowers.
- Willingness and ability to work varied hours, including nights and weekends.
- Ability to work collaboratively as a member of department and cross-functional teams.
- Ability to effectively partner with volunteers on special projects, routine tasks and council strategies.
- Valid state-issued driver's license, valid auto insurance, acceptable driving record and access to a vehicle on a daily basis and willingness and ability to travel through the council's geographic area.
- Acceptable criminal background history.

- Demonstrated proficiency in Windows-based computer operations, including MS Excel and MS Word. Ability to quickly learn and utilize new software applications. Ability to communicate regularly via email with supervisor and others to give and received information.
- Ability and willingness to process work, and records through chosen facility management software.
- Willingness to become a member of one or more civic organizations.
- Willingness to join and maintain membership in GSUSA and ability to model behavior consistent with the Girl Scout Mission, Promise, and Law.

**Additional Requirements**

- Subscribe to the principles of the Girl Scout Movement and become and remain registered member of GSUSA, Girl Scouts Carolinas Peaks to Piedmont.
- Successfully pass criminal and driver background investigation.
- Valid state-issued driver’s license, valid auto insurance, acceptable driving record and access to a vehicle on a daily basis and willingness and ability to travel throughout the council’s geographic area.

**PHYSICAL DEMANDS & WORK ENVIRONMENT**

While performing the duties of this job, the incumbent is regularly required to sit, bend, walk, climb and maneuver throughout a variety of indoor and outdoor areas. The incumbent is frequently required to lift up to 50 pounds and occasionally greater throughout assigned workday and perform detailed maintenance on equipment, vehicles, and facilities. The incumbent is frequently required to drive/operate a standard vehicle, mower, tractor and related equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The incumbent is also required to operate a computer for extended periods of time.

While performing the duties of this job, the employee is frequently exposed to hot and/or humid outdoor weather conditions; moving mechanical parts; fumes or airborne particles; and risk of electrical shock. The noise level in the work environment is usually moderate.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DISCLOSURE & ACKNOWLEDGEMENT**

The statements above reflect the essential functions and qualifications for this job, but should not be considered an all-inclusive listing. Employees may be asked to perform other duties as needed to ensure the smooth functioning of Council operations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the Girl Scouts Carolinas Peaks to Piedmont are employees “at-will”. By signing below, I acknowledge I have read, understand, and am able to successfully perform the responsibilities and requirements of this position as described.

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Employee Signature

Date