

Position Description

Position Title: Camp Ranger Assistant

Reports To: Camp Ranger

Status: Seasonal, Non-Exempt

Salary: \$9-12/hour

Position Summary

The Camp Ranger Assistant assists in maintenance of camp and facilities within established policies and procedures. The Camp Ranger Assistant will work with a variety of staff, parents and campers. The Ranger Assistant's activities are performed in a rustic camp setting, on a variety of buildings, and in the outdoors with varying weather conditions.

Major Responsibilities

- Works with the Camp Ranger to provide a safe, functional, clean, and attractive site, facilities and equipment that meet or exceed ACA standards, health codes, Girl Scouts risk management standards and state regulations.
- Works out-of-doors in varying weather conditions.
- Cleans cabins and restrooms as needed.
- Assists with all aspects of maintenance and grounds keeping of the camp.
- Operates various types of tools and equipment safely and efficiently under guidance of Camp Ranger.
- Regular set ups, carrying and moving objects up to 25 pounds when preparing games and activities.
- Establish and maintain effective working relationships with other employees, rental groups and participants.
- Participates in staff team efforts, displaying a positive and cooperative attitude.
- Other duties as assigned.

Additional Accountabilities

- Actively supports and promotes the camp's commitment to diversity and inclusion.
- Ability to manage multiple tasks in an organized manner and the ability to relate well with a variety of people.
- Good human relations skills are important to the successful performance of this position.
- Seeks to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges.
- Attends all administrative meetings as needed.
- Continually seeks and accepts opportunities for personal and professional growth.
- Belief in the purpose and value of Girl Scouting.
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences.

- Ability to communicate with staff, campers, and parents with diplomacy and tact.
- Responds to all emergency and crisis situations quickly and calmly.

Requirements

- Minimum age of 16
- Knowledge of yard equipment and different types of tools (i.e., power tools)
- Acceptable current First Aid and CPR certification preferred. (Acceptable as per ACA standards)

Physical Requirements

Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the Council.

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing, and stretching;
- Moderate lifting (up to 50 pounds);
- Walking on uneven terrain, up and down hills for distances up to ½ mile;
- Endurance to meet emergency needs;
- Ability to live in a camp setting and work irregular hours;
- Ability to tolerate daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Disclaimer Statement

The above are intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties, and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.

Employee's Signature _____ **Date** _____