



BOY SCOUTS  
OF AMERICA®  
SIMON KENTON COUNCIL

## **POSITION DESCRIPTION**

Title: Camp Ranger – Chief Logan Reservation

Position Status: Full time, Exempt

Incumbent: \_\_\_\_\_

Date first employed  
in this position: \_\_\_\_\_

Position Reports to: Facilities Director

Date first employed  
by BSA: \_\_\_\_\_

Date Prepared: 03/14/17

Approved by: Jeffrey R. Moe

Date Approved: 3/16/2017

### **POSITION CONCEPT:**

The Ranger is a key member of Scouting's camping team providing onsite management and maintenance of camp facilities and properties. This position supervises and organizes those employees and/or volunteers responsible for seasonal and year-round maintenance, health and safety, and security duties.

### **ESSENTIAL FUNCTIONS:**

#### 1. Protection and control of property and people.

- Supervise all use of the property. Patrol the property as necessary for trespass, vandalism and fire.
- Ensure a safe and healthy camp environment and know emergency procedures, adhering to the Guide to Safe Scouting and the National Camp Accreditation Standards.

#### 2. Operation of physical facilities and property

- Operate and keep all physical property and equipment, including tractors and mowers, in safe operating condition.
- Be particularly alert to conditions that effect health, safety, sanitation, and good housekeeping practices.
- Establish work schedules for routine maintenance and operational procedures, and order necessary supplies.
- Ensure all facilities are properly cleaned and prepared to campers upon arrival, addressing any immediate needs as they arise.
- Work in close cooperation closely with Camp Director, Campmaster Corps, and Camp Property Committee to effectively resolve questions of facility operation, especially during checking groups in and out, issuing equipment, submitting records, and reports of each occupancy and related matters.

### 3. Maintenance of physical facilities and property

- Implement a comprehensive, preventative and proactive facilities maintenance system.
- Make regular inspection to determine essential repairs and corrective actions required.
- Submit estimate of time and materials when necessary and perform general repairs as authorized.
- Complete certification for water/wastewater operator. Maintain plant, perform routine maintenance and submit all required reports as dictated by certifying agency.
- Maintain a record of all maintenance performed.
- Supervise implementation of property conservation plan.

### 4. Business responsibilities

- Comply with established Council business procedures, including accounting and petty cash and other funds. Utilize and become proficient in the council's online reservation system.
- Submit regular reports and maintain essential business records.
- Maintain and manage petty cash, submitting reconciliation reports monthly.
- Supervise maintenance contractors as assigned.

### 5. Relationships

- Maintain harmonious relationships with local officials and government services, adjoining landowners, and neighboring communities.
- Develop and grow relationships with local contractors and suppliers to best represent Simon Kenton Council.
- Develop a strong relationship with the camp's Properties Committee, with a focus of growth and expansion to support the camp.
- Represent the Council in contact with visitors, Scouters, Scouts, and all other guests.
- Maintain good housekeeping practices surrounding the Ranger's residence and throughout the camp property.
- Maintain a harmonious relationship with the Camp Director, Program Director, and other seasonal staff.

### 6. Program

- Assist with Council program and activities as requested
- Perform other duties as assigned

### **VOLUNTEER AND STAFF SUPERVISION:**

Directly: Volunteers – 10-20

Indirectly: Volunteers – 75-100

### **OTHER RELATED ACTIVITIES:**

This position works with volunteers performing camping/programmatic/administrative tasks and must maintain positive relationships with them.

### **MATERIALS AND EQUIPMENT USED:**

Tools/shop, vehicles, trailers, tractor, golf cart, chain saw, mower deck, weed eaters, aquatics equipment shooting sports equipment, commercial kitchen equipment.

### **PHYSICAL ACTIVITIES:**

Sitting, kneeling, reaching, pushing, standing, walking, lifting, fingering, grasping, feeling, talking and hearing.

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### **PHYSICAL REQUIREMENTS:**

Medium to heavy work.

### **WORKING CONDITIONS:**

The worker is subject to both inside and outside conditions, and may be exposed to environmental conditions.

### **MINIMUM QUALIFICATIONS:**

Mature adult 21 years of age or older. High school degree or GED equivalent, valid driver's license, ability to read, write and communicate with others clearly, experience with maintenance and tool usage. Must meet all Boy Scouts of America eligibility requirements and willing/able to complete BSA National Camp School Ranger Certification. Previous experiences with Boy Scouts of America desired but not required.

### **ADDITIONAL INFORMATION:**

- Employee benefits (e.g. vacation, health coverage, retirement, and housing) are included.
- Accept a flexible work schedule that will include weekends.
- Ability to plan personal times and schedule work without direct supervision
- Must subscribe to and live by the basic tenets embodied in the Scout Oath and Law and are currently or willing to become a member of the Boy Scouts of America.
- Ability to work with a minimum of supervision
- Ability to relate well with people and to have a friendly and helpful attitude toward the Scouting family and the public
- Ability to effectively enforce established council policies and procedures
- Ability to perform a variety of basic maintenance skills, including plumbing, electrical, and carpentry, with specialized capability in at least one technical skill. Has experience in using hand tools.

### **ACCOUNTABILITY:**

See Personal Development System (PDS) goals.

**Please apply by sending your resume to and contacting: Phillip Smith, Facilities Director, [phil.smith@scouting.org](mailto:phil.smith@scouting.org), (614) 260-6595.**

**Applications must be received by April 15<sup>th</sup>.**