

**Title:** Camp Ranger, Tunnel Mill Scout Reservation, Charlestown Indiana

**Position Status:** Full time, Exempt, Salaried position

**POSITION CONCEPT:**

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

Ranger must live onsite in housing provided by the Council as part of the compensation package.

**ESSENTIAL FUNCTIONS:**

**Protection and control of property and people.**

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

**Operation of physical facilities and property**

- Maintain all physical property and equipment, including tractors, mowers, vehicles, etc. in safe operating condition.
- Ensure all facilities are properly cleaned and prepared for campers upon arrival, addressing any immediate needs as they arise.

**Maintenance of physical facilities and property**

- Make regular inspections to determine essential repairs and corrective actions as required.
- Submit estimate of time and materials when necessary. Perform general repairs.
- Complete certification for swimming pool operations. Help operate pool and maintain records and testing.

**Business responsibilities**

- Submit regular reports and maintain essential business records for timesheets and gas usage.
- Maintain and manage purchase orders submitting reconciliation reports monthly.
- Supervise maintenance contractors as assigned.
- Maintain a harmonious relationship with the Camp Directors and event chairs.

**OTHER RELATED ACTIVITIES:**

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

**MATERIALS AND EQUIPMENT USED:**

Computers, cell phones, tools/shop, vehicles, trailers, tractor, chain saw, mower, weed eaters, aquatics equipment, shooting sports equipment, commercial kitchen equipment.

**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. Physical, demanding labor may be necessary at times.

**MINIMUM QUALIFICATIONS:**

Mature adult 21 years of age or older.

High school degree or GED equivalent. Some college or technical school training preferred.

Valid driver's license, ability to read, write and communicate with others clearly, experience with maintenance and tool usage.

Must complete Boy Scouts of America volunteer application for adults which includes completion of youth protection training and a background check.

Previous experiences with Boy Scouts of America desired but not required.

**ADDITIONAL INFORMATION:**

- Benefits (e.g. vacation, health coverage, retirement) are included. Camp vehicle provided for business use.
- 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.
- Ability to relate well with people and to have a friendly, helpful attitude.
- Ability to effectively enforce established Council policies and procedures
- Attend a National training certification course for camp rangers.
- Ability to perform a variety of basic maintenance skills, including plumbing, electrical, and carpentry. Has experience in using hand tools.
- Basic computer skills desired including knowledge of Word, Excel and Office 365.

To apply, send a cover letter and resume to [brian.weigel@scouting.org](mailto:brian.weigel@scouting.org) or mail to

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