

# **Pennsylvania Dutch Council**

## **J. Edward Mack Scout Reservation**

### **Camp Ranger**

#### Job Purpose and Summary:

The camp ranger's primary responsibility is the year-round safety, security, and maintenance of all camp facilities and property. In addition, the camp ranger is also responsible for the oversight and operation of the camp's infrastructure and utilities. The ranger is the public face of the camp to scouts, scouters, parents, and the general public.

#### Qualifications and Requirements:

- Camp Ranger must be over 21 years of age.
- Must comply with all Boy Scouts of America membership standards, including Youth Protection Training and required Pennsylvania child abuse clearances prior to beginning employment with the Council.
- Must have a valid driver's license.
- Must have completed Camp Ranger training within one year of hire date.
- Must adhere to the Scout Oath and Law.
- Must reside on Camp property.
- Must obtain and complete the following licenses or certifications:
  - Pool Operator Certification
  - PA ServSafe
  - First Aid/CPR/AED
  - Chainsaw
  - Other required certifications
- Must have the ability to perform a variety of maintenance skills, including but not limited to: Plumbing, Electrical and Mechanical.
- Must have computer skills (Windows, Microsoft Office) and will be trained on and must utilize (Fixx System) for camp maintenance records.
- Must be able to operate maintenance equipment, including tractor, backhoe, chainsaw, power tools, snow blower, truck, and lawnmowers.

## Essential Job Functions:

1. Responsible for the security, upkeep, and maintenance of the camp, facilities, and equipment.
2. Interact with volunteers, groups, and units using camp facilities. Ensure that the facilities are clean after being used and ready for the next group of campers.
3. Assist in supporting all events at the J. Edward Mack Scout Reservation, including communications with groups participating in these events.
4. Responsible for opening and closing seasonal water systems. Must also maintain and operate the camp's water system (including required water tests) on a year-round basis.
5. Assist in developing and prioritizing improvements and maintenance projects for the camp and work effectively with the *Council Properties Committee*.
6. Perform the following functions and duties to maintain the camp in proper order:
  - a. Ensure safe operating conditions throughout the camp and know all emergency procedures.
  - b. Be familiar with and follow the Guide to Safe Scouting, BSA National Camp Accreditation Program (NCAP) standards, and Council policies, and enforce these standards with all who use the camp and facilities.
  - c. Report all emergencies or accidents to the Council Scout Executive.
  - d. Identify and correct health and safety concerns.
  - e. Regularly inventory and place orders for any needed supplies following the Council's prescribed ordering procedures.
  - f. Maintain the Ranger's residence and be responsible for its cleanliness and condition inside and outside the premises.
  - g. Ensure that the camp water system is up and operating at all campsites, program sites, and buildings.
  - h. Maintain the swimming pool filtration system and manage water quality standards to meet all state-required standards.
  - i. Ensure that trash is properly disposed of and removed from camp promptly.
  - j. Monitor and check all buildings and furnishings. Repair minor damage and report needed repairs.

- k. Observe day-to-day conditions in the camp, maintain the security of camp property, facilities, equipment, and control all use of the property.
- l. Support other council events and activities as required.
- m. Must be a positive relationship builder and work cooperatively with seasonal summer staff members, members of the council staff, volunteers, and the public, always positively always representing Scouting.

### Education:

High school diploma or equivalent

### Other Skills and Abilities:

The employee must have the ability to use any equipment necessary to maintain the needs and demands of the position. Must have the ability to learn Boy Scouts of America terminology. Must have the ability to get along with people and to have a friendly and helpful attitude towards Scouts, Scouters, and the public. Must adhere to the Scout Law. Must have the ability to effectively enforce established national or council Boy Scouts of America policies and procedures. Must have the ability to plan and effectively implement work schedules without supervision. Must serve as the Council's good will ambassador to the community surrounding the camp, always representing Scouting and the Council in a positive and friendly manner.

### Administration:

Comply with the Council's established business and stewardship procedures, including accounting for petty cash and receipt of fees, submitting all receipts and attendance reports to the council office every week. Conduct the training (required by OSHA) of any staff members that will operate any camp equipment or handle any hazardous materials during their staff assignment. The camp ranger will meet regularly with staff supervisor to detail the status of all camp maintenance and construction projects, health and safety issues, and work schedule.

**Please send resume and cover letter to [matthew.adams@scouting.org](mailto:matthew.adams@scouting.org)**