

<b>Job Title:</b>	Assistant Ranger	<b>Reports To:</b>	Event and Rental Coordinator
<b>Department/Group:</b>	Property	<b>Travel Required:</b>	Up to 10%
<b>Location:</b>	MI – Kalamazoo and Plainwell	<b>Status:</b>	Part-time, Non-exempt
<b>Level/Salary Range:</b>		<b>Date Posted:</b>	February 25, 2019
<b>To apply please include a cover letter, resume, or employment application. Applications accepted by:</b>			
<b>Fax:</b> (269)492-1439 <b>E-mail:</b> <a href="mailto:hr@gshom.org">hr@gshom.org</a> <b>Subject Line:</b> Assistant Ranger <b>Attention:</b> HR Department <b>Website:</b> <a href="http://www.gshom.org/about/whoweare/employment.html">http://www.gshom.org/about/whoweare/employment.html</a>		<b>MAIL:</b> HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
<b>Job Description</b>			
<b>POSITION SUMMARY/OBJECTIVE</b>			
<p>Be on site during rentals of properties to ensure safety and needs of renters are met. Maintain assigned council properties to high standards. Partner in the development and management execution of a replacement and capital improvement schedule. Incorporate key learning experiences for girls relative to property management.</p>			
<b>ESSENTIAL FUNCTIONS</b>			
<ul style="list-style-type: none"> <li>• Performs overall hands-on maintenance and excellent repair work ensuring the assigned properties are in good repair and free from hazards.</li> <li>• Serves as a customer service representative for the Kalamazoo Regional Center, ensuring that guests receive the highest level of service and that their experience is exceptional.</li> <li>• Cheerfully greets renters, ensuring customers are safe and have what they need.</li> <li>• Assists retail staff in covering retail shop as needed.</li> <li>• Be on site during rentals and assist renters with any additional needs that may arise.</li> <li>• Typical tasks performed, but not limited to, a combination of the following:             <ul style="list-style-type: none"> <li>○ Light plumbing</li> <li>○ Pruning/brush clearing/weeding/power washing/raking</li> <li>○ Cleaning – vacuuming, mopping, sweeping, polishing, dusting</li> <li>○ Moving boxes, furniture, equipment</li> <li>○ Small maintenance/drywall repairs</li> <li>○ Use ladder</li> <li>○ Trash removal</li> <li>○ Painting</li> <li>○ Other seasonal tasks</li> </ul> </li> <li>• Makes certain all facilities are operated and maintained in a cost-effective and safe condition in accordance with the approved budget. Reviews and approves expenditures for tools, equipment, materials and contract requirement</li> <li>• Assists in data collection and report development around net expense and contributes to a plan to minimize expenses and increase revenue.</li> <li>• Helps accomplish subcontractor specifications, problems/issues, performance and administration, including but not exclusive to lawn care, snow removal and asset management. Maintains a replacement and depreciation schedule and insurance records as applicable.</li> </ul>			

- Responsible for assisting with repairs and maintenance of equipment and maintains the building and grounds in compliance with Federal, State and local laws. Maintains and performs weekly tests of operating systems and keeps records of test results.
- Attend all necessary department and organization meetings
- Have a curious nature and be willing to learn
- Like to fix things and be mechanically inclined
- Work on scaffolding or a ladder for extended periods of time
- Other duties as assigned

**COMPETENCIES**

- Customer Focus
- Personal Effectiveness/Credibility
- Initiative
- Organizational Skills
- Communication Proficiency
- Problem Solving
- Learning Orientation
- Teamwork Orientation

**TRAVEL**

This position requires up to 10% travel. Must have own transportation, valid driver's license with a good record. The ability to travel council wide on occasion.

**EDUCATION AND EXPERIENCE**

- A high school diploma/GED
- Experience in performing building repairs
- Two years facility management or building operations experience preferred
- Experience in prioritizing maintenance highly desired
- Prior non-profit experience preferred

**WORK SCHEDULE**

- This is a part-time position that will work up to 25 hours per week.
- Will work a variable schedule each week depending upon need. Scheduled work days will differ seasonally.
- Position requires candidates to work many evenings and weekends.

**WORK ENVIRONMENT**

Operates in both a professional office environment and in an outdoor environment (camp) in all types of weather. This position may be called upon to assist in the setup and tearing down of a room in preparation for and cleaning up after rental events. May be required to occasionally lift and/or manipulate up to 75 pounds and use a ladder. Routinely uses standard office equipment such as computers and phones.

**SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibility.

**BENEFITS**

This position is not benefits eligible.

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_