

<b>Job Title:</b>	Camp Ranger	<b>Reports To:</b>	Chief Information and Property Officer
<b>Department/Group:</b>	Property	<b>Travel Required:</b>	Up to 15%
<b>Location:</b>	MI – Plainwell	<b>Status:</b>	Full-time
<b>Level/Salary Range:</b>		<b>Date Posted:</b>	

**To apply please include a cover letter, resume, or employment application. Applications accepted by:**

**Fax:** (269)492-1439

**E-mail:** [hr@gshom.org](mailto:hr@gshom.org)

**Subject Line:** Camp Ranger

**Attention:** HR Department

**Website:** <http://www.gshom.org/about/whoweare/employment.html>

**MAIL:**

HR Department  
Girl Scouts Heart of Michigan  
601 W Maple  
Kalamazoo, MI 49008

**Job Description**

**POSITION SUMMARY/OBJECTIVE**

Maintains assigned council properties to high standards, and ensures that campers have an outstanding experience before they arrive and while they are on site. Partner in the development and execution of a replacement and capital improvement schedule. Incorporate key learning experiences for girls relative to property management and outdoor learning.

**ESSENTIAL FUNCTIONS**

- Will live on site at Camp Merrie Woode property.
- Performs overall hands-on maintenance and excellent repair work ensuring the assigned properties are in good repair and free from hazards
- Performs maintenance under direction and supervision of the Chief Property Officer
- Typical tasks performed, but not limited to, a combination of the following:
  - Plumbing, including renovation work
  - Tree Cleanup as well as pruning/brush clearing/raking/chipping/stump grinding
  - Lawn care and snow removal
  - Repair and maintenance of vehicles and small engines
  - Cleaning – vacuuming, mopping, sweeping, polishing, dusting, power-washing
  - Moving picnic tables, boxes, and equipment
  - Construction management and execution
  - Finish work including trim repair, drywall repair, and painting
  - Light electrical work
  - HVAC routine maintenance (filter changes, cleaning, oiling)
  - Use of ladder
  - Trash removal
  - Painting
  - Other seasonal tasks
- Assist program staff with check-ins, ensuring renters are safe and have what they need
- Be on site during camp use and assist the membership with any additional needs that may arise
- Participates in budget planning for the department
- 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 requirements.
- Assists in data collection around net expenses and contributes to a plan to minimize expenses and increase revenues.

- Helps manage subcontractors: negotiating rates, soliciting donations, maintaining accountability, including but not exclusive to lawn care, snow removal and asset management. Maintains a replacement and depreciation schedule and insurance records as applicable.
- 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/monthly tests as required and keeps records of test results.
- Attend all necessary department and organization meetings
- Must have a curious nature and be willing to learn
- Must like to fix things and be mechanically inclined
- Must have strong organizational skills
- Demonstrate strong leadership abilities
- Must possess excellent interpersonal skills
- Be a team player committed to working in a quality environment
- Knowledge of volunteer organizations a plus
- Must be willing to work on scaffolding or a ladder for extended periods of time
- Excellent skills in prioritizing maintenance a must
- Must be a problem solver
- Able to multi-task
- Must be responsive to the needs of the projects
- Able to lift and/or manipulate up to 75 pounds on a consistent basis with heavier weight necessary at times
- Other duties as assigned

#### **COMPETENCIES**

- Project Management
- Customer Focus
- Organizational Skills
- 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 construction, construction management, building maintenance/repairs
- Two years facility management or building operations experience preferred
- Knowledge of Girl Scout program helpful
- Prior non-profit experience preferred

#### **WORK SCHEDULE**

- This is a full-time position.
- 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.

**SUPERVISORY RESPONSIBILITY**

This position may oversee seasonal staff, as needed, and volunteer groups.

**BENEFITS**

- Medical, Dental, Vision
- Employer Paid Life and Disability
- Voluntary Life
- Flexible Spending Account
- 403(b)
- Employee Assistance Program
- Vacation, Sick, Personal and Holiday Pay

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 \_\_\_\_\_