

Camp Ranger / Sites Manager (Camps WaBak & Wistagoman)

Must live onsite at Camp WaBak, Travelers Rest area, SC

Girl Scouting is the largest leadership organization for girls in the world. Our mission is to build girls of courage, confidence, and character who make the world a better place. Through activities in science and technology, business and economic literacy, and outdoor and environmental awareness, Girl Scouting provides girls with opportunities for fun and friendship while fostering the development of leadership skills and self-esteem.

Girl Scouts of South Carolina – Mountains to Midlands council is the largest leadership organization serving girls in South Carolina. This position is a residency camp position, requiring the Camp Ranger / Sites Manager to live on site at Camp WaBak (our 130-acre residential camp in the northwestern area of Greenville County). Compensation includes a base salary, a residence along with a stipend for utilities (overage to be paid for by the employee) as well as excellent benefits program. Camps include summer as well as periodic programs throughout the year.

Year-Round, On-Site Residency Required

(provides 24-hour emergency coverage)

POSITION SUMMARY AND OVERVIEW OF RESPONSIBILITIES

Responsible for the execution of camp site maintenance and, usage at multiple property sites as identified through the council's program, property and strategic plans and the annual plan of work. Works closely with staff and volunteers to ensure successful and quality usage of each site and program facility.

The Camp Ranger provides general maintenance and custodial services in accordance with the Council's policies and standards. The Camp Ranger works closely with the Resident Camp Director, volunteers and Council staff to ensure troop, program participants, resident campers, and site user groups have a successful camping experience. Primary responsibilities include the ongoing maintenance and, safety and security of Camp WaBak and Camp Wistagoman and, as needed on other Council owned sites. Listed is a short overview of key responsibilities:

- Serves as host, resource, emergency contact for all property usage and site rentals at Camp WaBak and Camp Wistagoman; 24 hour on-call security and emergency response at Camp WaBak.
- Responsible for property oversight of Camp WaBak and Camp Wistagoman; also serves as backup to other Council sites and facilities.
- Develops and maintains positive community relations with neighbors, state and local regulatory agencies, community groups, suppliers, volunteer/civic groups and other businesses to facilitate smooth property operations in support of program activities.
- Works with program staff and volunteers to ensure that sites support scheduled activities; provide property logistical support for activities and volunteer projects.
- Performs grounds maintenance and repair including mowing, tree removal, road repair, clearing of trails, ice/snow removal, etc.
- Maintains facilities (generalist skills in plumbing, electrical, construction), which may include painting, carpet repairs, cleaning (janitorial tasks), general repairs, Ensuring that walls, floor covering, doors, windows, furniture and woodwork in the common area of the community are properly maintained and repaired.
- Records and maintains proper records and documentation including chemical records for pool, health inspections, pool inspections, dam inspections, well, cooler temperature, etc. Maintains and trends statistical data, and writes reports as required.
- Ensures council-owned vehicles on property are maintained, serviced, inspected and work is documented.

EDUCATION/BACKGROUND:

- 6+ years property maintenance and management experience.
- Trade school classes or courses documenting specialized training required.
- Current training and certifications for CPO, CDL, CPR with AED and First Aid, etc. preferred.
- Strong project management skills, self-directed/independent work experience, and the ability to interact effectively with staff and volunteers at all levels of the organization.

REQUIRED SPECIALIZED OR TECHNICAL KNOWLEDGE:

- Demonstrated knowledge and experience with electrical, plumbing, building construction, carpentry, HVAC, mechanical, small engine, and landscape/lawn service.
- Coordination of inspection services as required by DHEC and other government agencies.
- CPO and CDL certification are required as a condition of employment
- Knowledge of MS Office programs and comfortable with usage.
- This position requires the incumbent to live on site to provide 24-hour emergency coverage in occurrence with required occupancy agreement.
- Must hold membership in the Girl Scout organization and subscribe to the tenets of the Girl Scout Promise and Law.
- Must have a valid driver's license, insurance and transportation
- Must successfully pass a background check and drug test

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to work outdoors for extended periods of time and must be able to lift and/or move up to 50 pounds. Outdoor exposure includes elements of nature to include shrubbery, vegetation (poison ivy), hills, rocky walk areas, etc. as well as bugs, wild animals and reptiles. Full range of body motion including manual and finger dexterity and eye-hand coordination necessary. Display stamina to work outdoors in various weather conditions in two to four-hour time blocks and some days, all day outside work with breaks. Ability to safely operating small machinery and equipment, work on ladders, scaffolding, and roofs.

HOW TO APPLY

This Vacancy Notice will remain active until all position openings are filled. For consideration, please forward your cover letter, resume and salary requirements to humanresources@gssc-mm.org.

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