



Camp Michael

1741 Shupp Rd, Bucyrus, OH 44820

Bucyrus Scouts Inc. dba Camp Michael

Camp Ranger (Groundskeeper)

Job Description

Introduction

Our mission:

Camp Michael will provide all young people the opportunity to grow in knowledge about themselves through the outdoor experience. We will encourage them to develop an appreciation and love of wildlife and the environment, learn history, win confidence, develop character, spirituality, and moral growth.

Our Vision:

Camp Michael will provide a uniquely special outdoors setting in which young people may learn about nature, wildlife, and woods craft. It is our desire that by doing so, young people will learn more about themselves and their environment. That they will learn skills; gain character, social and moral growth. We will provide a safe, educational atmosphere which will encourage continued personal growth and responsibility throughout the lifetime of our visitors.

Our Camp Ranger plays a very important role in ensuring the success of our mission and vision. Camp Michael is a duly authorized 501 C) (3) charitable organization. As such, our reputation and appearance in the communities we serve are paramount. Our Ranger will at all times represent the Camp and its Board of Directors in best light. Our Ranger will be part of the team –along with the members of the Board of Directors- responsible for the presentation of the Camp and success of our mission.

The duties as described herein are normal for this job. These duties or job functions should not be construed as exclusive or all-inclusive. Other duties or job functions may be required and assigned by the Board of Directors.

Supervision

The Camp Ranger works under the supervision of the Board of Directors. The Ranger will work closely with, and maintain a harmonious relationship with the Board. The Ranger will attend monthly camp Board meetings and present an accounting to the board of funds used and received, as well as a summary of his/her activities and concerns. Individual Board Members may from time to time find it necessary to instruct the Ranger in his/her duties or assign tasks which the Ranger is required to perform without unnecessary delay. Throughout the month, the Board President will be the primary point of direct supervisory contact for the Ranger.

General

The Camp Ranger is responsible for the efficiency and effectiveness of the camp's service and for ensuring a successful experience to those who visit the camp. The Ranger will likely be a visitor/client's first point of contact with Camp Michael. The Ranger will represent the Camp with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

The Ranger's duties and responsibilities will require him/her to perform labor and/or semi-skilled tasks in a multi-craft environment. The Ranger will be required to work indoors and outdoors, year-round in all types of weather conditions. The Ranger may occasionally be required to work in high places. The Ranger must ensure that all facilities are properly cleaned and prepared for visitors/clients upon arrival, addressing any immediate needs as they arise. The Ranger will ensure the grounds are pleasant –both visually and operatively- at all times.

Grounds Maintenance

The grounds include lawns, buildings' exteriors, walks, driveways, paths, trails, archery and firearm ranges, campsites, and pond. This also includes trees where they represent a legitimate and reasonable safety concern.

- The Ranger will timely maintain the welcome signs at the Camp entrance.
- The Ranger will maintain lawns, shrubs, flowers, and paths by employing insecticides, chemical sprays, fertilizers, remove trash, and mulch to optimize the condition and appearance of the grounds.
- The Ranger will maintain exterior furniture and playground equipment.
- The Ranger will maintain trees by trimming, removing downed trees which pose a restriction of the usage of the grounds, or removing trees which pose a danger (with Board authorization time permitting).

- The Ranger will maintain flower beds and planters by removing weeds and planting flowers.
- The Ranger will maintain the exterior of the buildings including routine painting, patching, plumbing, electrical wiring (including light bulbs), and other activities to keep the exterior of the buildings in good repair.
- The Ranger will maintain the driveway and parking lots by spreading gravel, repairing potholes, painting markers or curbs, and preventing weeds.
- The Ranger is responsible for snow and ice removal during inclement weather and will ensure the driveway, parking areas, walks and entranceways to the buildings are clear of ice and/or snow, salted, and safe.
- The Ranger will ensure proper functional if all camp facilities and equipment and will prepare or set up for a variety of events.
- The Ranger is responsible for supervising and directing volunteers in grounds maintenance or service projects as directed by the Board.
- The Ranger may be assigned additional tasks by the Board (or individual Board Members when necessary).

Building Maintenance

Building maintenance refers to all things related to the buildings (including the Ranger's residence) on the property both inside and outside.

- The Ranger ensures the facilities are properly cleaned and prepared to receive guests at all times including removal of trash, cleaned and fully stocked restrooms and kitchens, etc..
- The Ranger maintains an inventory of, and ample supply of consumables available to guests in the buildings (paper towels, toilet paper, etc).
- The Ranger makes general repairs such as patching walls, painting, repairing woodwork, furniture, plumbing fixtures, windows, doors, lighting
- The Ranger sets up for all events (table, chairs, heat/AC, unlock doors, lay and remove flooring materials, etc).
- The Ranger will troubleshoot and make minor repairs to appliances as needed.
- The Ranger will perform regular inspection of the buildings as part of an ongoing program of general maintenance, upkeep, and repair.
- The Ranger will establish and present a list of maintenance and repair priorities accompanied by cost estimates (if possible) for consideration of the Board.
- The Ranger may be assigned additional tasks by the Board (or individual Board Members when necessary).

Equipment Maintenance

Equipment refers to all manner of hand and power tools, machines, vehicles, tractors, mowers, saws, and other equipment owned by the Camp and used in the performance of the Ranger's duties.

- The Ranger will inspect equipment regularly to ensure safe operation and proper storage
- The Ranger will ensure regular preventive maintenance and necessary repairs are completed in a timely manner to maximize the life and safety of use of all equipment.
- The Ranger will consult the Board of Directors for any repair or replacement of equipment anticipated to be in excess of \$100
- The Ranger will maintain an inventory of all equipment owned by the Camp together with its current condition and storage location.
- The Ranger may be assigned additional tasks by the Board (or individual Board Members when necessary).

Purchasing

All purchasing is done at the direction of the Board of Directors. A petty cash account will be in place for regular supplies and maintenance items.

- The Ranger is responsible to purchase or order as directed by established procedures, materials, and supplies to maintain the grounds, buildings, and all equipment.
- The Ranger assists in the procurement of maintenance and repair services as required or directed.
- The Ranger keeps an accurate and up to date accounting of purchases and petty cash submitting reconciliation reports no less than monthly.
- The Ranger may be assigned additional tasks by the Board (or individual Board Members when necessary).

Documentation

All functions of the Camp and actions taken on behalf of the Camp must be properly reported to the Board of Directors. Reports and logs (repair logs, maintenance items, asset inventory, etc) shall be available during regular Board meetings or at the request of any Board Member.

- The Ranger shall document the transfer of any and all assets belonging to the camp (surplus materials and supplies including firewood sold or given).

- The Ranger shall document any and all unusual or extraordinary circumstances related to the property or visitors (including personal guests).
- The Ranger shall document and report safety concerns or hazards of any kind.
- The Ranger shall maintain logs of the following events:
 - All maintenance and repair of equipment, buildings, or chemical applications of any kind.
 - A current inventory of equipment which belongs to the Camp including the condition/disposition and storage locations as applicable
 - A prioritized list of maintenance/repair items along with a reasonable completion schedule for priority items
 - A current, clear, itemized list of all pretty cash expenditures
 - Service projects by volunteers or visitors
- The Ranger will report all items at the monthly Board meeting.

Security

The Ranger resides on-site in order to not only provide reliable contact, but also to provide basic security for the Camp, its assets, and its visitors/clients.

- Patrol the property no less than weekly during the camping season and monthly otherwise (more often if necessary), for trespass, trash, damage, vandalism, and/or hazardous conditions.
- Ensure safe operating conditions and know emergency procedures (including prominent posting of emergency phone numbers in all buildings).
- Document and report promptly any unusual or extraordinary circumstances regarding the property, visitors or clients to the Board. Also report same to local authorities where appropriate and necessary.
- The Ranger may be assigned additional tasks by the Board (or individual Board Members when necessary).

Compensation

The Ranger's compensation extends to the use of the Ranger's cabin, surrounding yard, garage, and use of the Camp's grounds and buildings within reason as determined by the Board of Directors.