



## Camp Ranger

Imagine having the opportunity to create a meaningful employment experience, one that is mission based, meets your career goals and your desire to do socially responsible work. A career where you are a member of a vibrant, inclusive movement dedicated to making the world a better place by teaching all girls leadership skills. What type of organization would you choose?

For more than 100 years, Girl Scouts of the Commonwealth of Virginia (GSCV) has helped girls develop the skills and confidence they need to succeed in every area of life. In Girl Scouts, girls learn what it takes to be a leader. The leadership development program for girls is based on the Girl Scout Leadership Experience model, which allows girls to discover a positive value system and a strong sense of self, connect with others, build healthy relationships, identify causes that are meaningful, and take action to make the world a better place.

GSCV is adding a Camp Ranger to the dynamic team. 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, day and resident campers have a successful camping experience. Primary responsibilities include the ongoing maintenance and development, safety and security of Camp Pamunkey Ridge and maintenance, as needed on other Council owned sites. This position requires the incumbent to reside onsite to provide 24 hour emergency coverage.

Candidate should have at least three years' minimum experience in property management, site operations, park management, camp management, or related position of scope and responsibility. Knowledge of safety and security programs. Prior Camp Ranger experience preferred. Ability to be self-directed and self-disciplined while organizing, planning and implementing a multi-faceted work load with minimum supervision and as a member of a team. Ability to safely operate, maintain and inspect power tools, equipment, tractors, camp vehicles, and trailers. Ability to complete minor repair of machinery, water and sewer systems, landscaping and pool maintenance. Working knowledge of carpentry, electrical and plumbing. Demonstrate excellent time management skills and problem-solving ability. Be adaptable and display good judgment and decision making. Possess interpersonal communication skills and a commitment to customer responsiveness. Ability to supervise personnel and work effectively with staff members from diverse backgrounds. Knowledge and ability to manage projects, services, and budgets.

For full description and application, see the employment section of our website at <http://www.comgirlscouts.org>. Please email application, cover letter, and resume to [hr@comgirlscouts.org](mailto:hr@comgirlscouts.org). Open until filled.

*Girl Scouts of the Commonwealth of Virginia does not discriminate on the basis of race, color, creed, religion, gender, age, disability, national origin, citizenship, marital status, genetic information, sexual orientation, or any other legally protected status. GSCV supports affirmative action in all aspects of employment and will make reasonable accommodations for physical and mental limitations of applicants when necessary.*



**Job Title:** Camp Ranger  
**Location:** Camp Pamunkey Ridge, Hanover, VA  
**Reports To:** Chief Executive Officer/Chief Program Officer

---

### Council Overview

Girl Scouts of the Commonwealth of Virginia serves over 12,000 members: over 7,000 girls with 5,000 adult volunteer members. Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

---

### Job Summary

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, day and resident campers have a successful camping experience. Primary responsibilities include the ongoing maintenance and development, safety and security of Camp Pamunkey Ridge and maintenance, as needed on other Council owned sites. This position requires the incumbent to reside onsite to provide 24 hour emergency coverage.

#### Essential Functions:

- This position requires the incumbent to reside onsite to provide 24-hour emergency coverage.
- Provide excellent customer service and logistical support to all internal and external stakeholders who use GSCV Program Properties. Cooperate closely with the Outdoor Program Manager to provide a quality and safe summer resident camp experience. Maintain harmonious relationships with local officials and governmental services, adjoining landowners and neighboring communities. Represent the council well in contact with visitors and communicate effectively while enforcing established policies and procedures.
- Ensure all facilities and facility equipment are functioning properly and well maintained and necessary certifications and inspections are completed to include year-round buildings and ranger house, cabins, swimming pool, equipment, tools and camp truck.
- Protect natural resources and connect members to service-learning opportunities.
- Manage equipment and maintenance schedule for program property ensuring accurate inventory and preventative maintenance schedule are personally implemented for all council-owned structures and equipment
- Administer the property management system to include annual inspection and risk assessment programs. Ensure site operations support program delivery and membership needs; and comply with applicable GSUSA and American Camp Association standards, local codes and ordinances, and the Virginia Health Department guidelines.
- Provide necessary security to ensure the safety of users and to reduce the risk of vandalism and theft. Respond to property-related emergencies and critical issues in a timely manner, notifying the appropriate supervisor immediately. Is on-call when campers and/or visitors are expected to be on-site.
- Hires and manages seasonal/as needed maintenance/property assistant. Sources and oversees work of contract/sub-contract providers including competitive bid process.
- Contribute towards the effectiveness of council AA/EEO guidelines by acquiring knowledge and understanding of affirmative action by exhibiting nondiscriminatory behavior in all internal and external relationships.

**Position Requirements:**

1. Bachelor's Degree or 3 years' minimum experience in a property management, site operations, park management, camp management, or related position of scope and responsibility. Knowledge of safety and security programs. Prior Camp Ranger experience preferred.
2. Ability to be self-directed and self-disciplined while organizing, planning and implementing a multi-faceted work load with minimum supervision and as a member of a team.
3. Ability to safely operate, maintain and inspect power tools, equipment, tractors, camp vehicles, and trailers.
4. Ability to complete minor repair of machinery, water and sewer systems, landscaping and pool maintenance.
5. Working knowledge of carpentry, electrical and plumbing.
6. Demonstrate excellent time management skills and problem-solving ability. Be adaptable and display good judgment and decision making.
7. Possess interpersonal communication skills and a commitment to customer responsiveness.
8. Ability to supervise personnel and work effectively with staff members from diverse backgrounds.
9. Knowledge and ability to manage projects, services, and budgets.
10. Daily access to dependable transportation. Possess a valid driver license, compliance with the council's policy of automobile insurance limits, and a driving record that meets the requirements for coverage of the council's business auto insurance carrier.
11. Understanding of and commitment to pluralism. Willingness to subscribe to the philosophy of the Girl Scout Program and enroll as a Girl Scout member.
12. American Red Cross First Aid/CPR or equivalent and ServSafe certification desired at time of employment. Required within six months of hire date.
13. 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 in the out of doors for extended periods of time, and operate office equipment manually. The employee must be able to lift and/or move up to 30 pounds. Full range of body motion including manual and finger dexterity and eye-hand coordination. Display stamina to work outdoors in various weather conditions in two to four-hour time blocks. Ability to occasionally lift a minimum of 50 lbs. without assistance. Ability to safely work on ladders, scaffolding, and roofs.
14. Housing is provided and living on-site is required.
15. Non-traditional work hours with frequent evening and weekend work required.
16. Possess a can-do mentality, be responsible, and be a lifelong learner.