

JOB DESCRIPTION
CAMP DECORAH RANGER/PROGRAM SPECIALIST

Job Objectives:

Maintain the physical facilities and camp property as assigned.

Provide support to Camp Decorah usage – including facilitating reservations, superb customer experiences, and programming.

Principal Responsibilities:**Operation of Physical Facilities and Property**

- Keep all physical property in acceptable operating condition.
- Buildings are maintained and regularly cleaned, including prior to each usage.
- Be particularly alert to conditions which affect health, safety, sanitation, and good housekeeping practices.
- Ensure safe operating conditions and know emergency procedures for the overall property and for specific buildings.
- Project Management; able to work with contractors and help seek bids.
- Establish work schedules for routine maintenance and operational procedures and order necessary supplies.
- Maintain a record of maintenance action including HVAC, vehicles, refrigerator/freezer, general inventory of all camp items.
- Regularly complete Mowing, Plowing, and work as Certified Pool Operator.
- Ensure that camp is in compliance with all local, state, federal and BSA policies.

Business Responsibilities

- Complete regular reports as needed including mileage reports, check requests/approvals, online registration approvals, basic web updating etc.

Non Scout Usage & Reservations / Program Support

- Support the continued growth and development of Camp Decorah as a rental facility for non Scout users.
- Check groups in and out of buildings/facilities and provide customer service during their visit. If needed – manage volunteers who could perform the same function.
- Ensure buildings/facilities are clean and ready for user groups.
- Perform tours/sales calls, etc to non-Scout groups.
- Provide basic program support for non-Scout groups such as shooting range, low COPE / zip line, waterfront activities.
- Support Scouting programs taking place at Camp Decorah including annual program events and summer camp operations.

Relationships

- Maintain harmonious relationships with local officials and government services, adjoining landowners and neighboring community.
- Represent the Council in contacts with visitors, Scouters and Scouts.
- Maintain good housekeeping practices surrounding caretaker's residence.
- Assist Work Day Crews in the performance of their duties.
- Secure and direct volunteers in work projects.

Time Commitment

- This position is full time
- You are expected to be available on weekends where Scouting programming, volunteer maintenance, or visitor usage is occurring (pre-scheduled).

Compensation

- In addition to monthly salary the compensation package includes:
 - Housing
 - Insurance Package
 - Retirement
 - Heat & Electricity
 - Camp vehicle for Scout business
 - Phone

Position Qualifications

1. Ability to get along with people and to have a friendly and helpful attitude toward the Boy Scouts of America and the public.
2. Ability to effectively enforce established Council policies and procedures.
3. Ability to perform a variety of maintenance skills with specialized capability in at least one technical skill. (HVAC, plumbing, electrical, carpentry, excavating, landscaping, skid steer, mini excavator, chainsaw, drywall, etc).
4. Ability to plan personal time and schedule work without direct supervision.
5. Must be willing to be trained in CPR/AED for Professional Rescuers, become certified in Red Cross First Aid Training, attend Camp School (cost of training to be paid by Council), Planning and preparing for Hazardous Weather Training, and must register with the Boy Scouts of America.
6. Must obtain Certified Pool Operator licensure.
7. Personal Qualities:
 - a. Must be 21 years of age or older
 - b. Must be eligible for membership with the Boy Scouts of America
 - c. Personal habits which reflect Scouting's best interests
 - d. Financial and personal integrity
 - e. Computer skills for records input
8. Willingness to attend specific trainings as required by the position as assigned by the Scout Executive.

Application Process

To apply for the position of Ranger please submit a cover letter and resume to Joe Carlson, Scout Executive, joe.carlson@scouting.org, 608-615-0298