

**POSITION DESCRIPTION**

<b>Title:</b> Part Time/ Assistant. Ranger	<b>Title Code:</b>
<b>Classification:</b>	
<b>Incumbent:</b>	
<b>Position Reports to – Title: Winnebago Reservation Director</b>	<b>Date of Employment – This Position:</b>
<b>Description Prepared by: ASE Bob Morris</b>	
<b>Approved by:</b>	<b>Date:</b>

<b>JOB SUMMARY:</b>	100% of Time
<p>The Assistant Camp Ranger is responsible to the Winnebago Reservation Director for the on-going operation and maintenance of the Winnebago Scout Reservation. Not to exceed 20 hours per week.</p>	

**ESSENTIAL FUNCTIONS (Principle Responsibilities):** 100% of Time

1. PROTECTION AND CONTROL OF PEOPLE AND PROPERTY
  - a) Control all use of property. Patrol property for trespass, vandalism and fire.
  - b) Ensure a safe and healthy environment in camp and know emergency procedures.
  
2. OPERATION OF PHYSICAL FACILITIES AND PROPERTY
  - a) Use available resources to keep physical property, facilities and equipment in safe operating condition.
  - b) Be alert to conditions which affect health, safety, sanitation and good housekeeping practices. Take necessary health department required water quality tests as needed.
  - c) Follow preventive, routine and operational maintenance plan. Utilize these plans into daily and monthly work schedules to meet facility demands.
  - d) Work with council volunteers to effectively resolve questions of facility operation, such as checking groups in and out, issuing equipment and weekend attendance records.
  - e) Be familiar and comply with all local, state and federal guidelines that affect property
  
3. MAINTENANCE OF PHYSICAL FACILITIES AND PROPERTY
  - a) Complete needed repairs and take corrective action.
  - b) Review work orders and make repairs as authorized.
  - c) Assist in the development of the annual maintenance plan and record keeping.
  - d) Be familiar with property conservation plan and implement when necessary.
  - e) Have established work projects to meet community service participants needs on weekends and weekdays if necessary.

f) Work cooperatively with Flintlocks and all volunteer work groups.

4. RELATIONSHIPS

- a) Maintain harmonious relationships with local officials, vendors, adjoining landowners and neighbors.
- b) Be a champion for customer service
- c) Maintain good housekeeping practices surrounding Ranger's Shop.

5. OTHER DUTIES AS ASSIGNED

- a) Assist in the development of work projects for O.A. conclave weekends.
- b) Assist with work projects for annual Beaver Day.
- c) N.J.F.F.S. Special District Fire Warden to issue weekend permits.
- d) Assist with the Zip Line Program as needed and approved by the COPE Director.

**WORK RELATIONSHIPS, SUPERVISION, VOLUNTEER RELATIONS:** 100% of time

**PHYSICAL ACTIVITIES** 100% of time

Kneeling, climbing, stooping, crouching, reaching, standing, pushing, lifting, feeling, repetitive motions, pulling, fingering, grasping, talking, hearing, walking.

**WORKING CONDITIONS:**

Inside and outside.

**MATERIALS AND EQUIPMENT USED:**

100% of time

**MENTAL DEMANDS:**

Reading, detail work, confidentiality, problem solving, language, training, math, reasoning, verbal communications, written communications, customer contact, multiple concurrent tasks, interruptions.

**MINIMUM QUALIFICATIONS:**

**ACCOUNTABILITY:** As set through the PDS system