

**Position Title:** Camp Ranger

**Location:** Camp Country Center-Hockessin, DE

**Department:** Property

**Classification:** Full-time (on-site housing provided)

**Reports to:** Director of Properties

**FLSA:** Exempt

### **Position Summary**

Girl Scouts of the Chesapeake Bay Council, Inc. (Council) is seeking a Camp Ranger to join the team. The Camp Ranger serves as the on-site manager of property use, guest services, and facility operations at Camp Country Center. This exempt, full-time role ensures a safe, welcoming, and well-maintained environment for campers, visitors, and rental groups. The Camp Ranger performs hands-on maintenance, coordinates facility readiness, manages property use, and supports safety and risk management. This role requires independent judgment, problem-solving, and the ability to manage multiple priorities in a non-traditional schedule, including nights and weekends. The Camp Ranger lives on-site year-round and represents the Girl Scouts of Chesapeake Bay as the primary point of contact for property users.

### **Essential Duties and Responsibilities**

#### **Property Use & Guest Services**

- Serve as the on-site manager for rentals, day use, and outside group activities, exercising independent judgment in planning and resolving issues.
- Serve as the on-site point of contact for guests, coordinating with the Customer Care team as needed and assisting with scheduling, logistics, and client communications to ensure a smooth property experience.
- Conduct property orientations and enforce all usage and safety policies.
- Use independent judgment to identify and recommend improvements that enhance guest experience, increase property utilization, and align with Girl Scout values and program standards.

#### **Property Operations & Maintenance**

- Perform routine grounds maintenance, landscaping, and general repairs to maintain a safe, welcoming, and program-ready environment.
- Conduct light carpentry, plumbing, electrical, and facility repairs, exercising independent judgment in prioritizing tasks.
- Perform janitorial duties, ensuring buildings, cabins, and common areas are safe, clean, and functional for campers and guests.
- Inspect units, buildings, campgrounds, and common areas daily, promptly addressing any hazards or maintenance issues.
- Inspect company vehicles weekly, ensuring they are clean, operational, and properly maintained.
- Track and manage inventory of tools, supplies, and spare parts, restocking as needed to support smooth property operations.
- Support seasonal and special projects such as trail maintenance, tree trimming, winterizing, snow shoveling/plowing, and facility updates.
- Proactively identify, prioritize, and address maintenance needs as they arise, ensuring facilities remain safe, functional, and aligned with Girl Scout standards.

#### **Safety & Risk Management**

- Conduct regular inspections of facilities and grounds to identify hazards and ensure compliance with Council policies, regulations, and safety standards.
- Lead staff and guest safety briefings, including fire, environmental, and emergency procedures, ensuring participants understand and follow safety protocols.
- Maintain compliance with OSHA standards and Council safety policies at all times, modeling safe practices for staff and volunteers.
- Serve as the on-site contact for emergencies and incident reporting, exercising independent judgment and discretion when responding to urgent situations.

- Ensure all safety practices, emergency procedures, and risk management strategies support the Girl Scout mission and provide a safe environment for girls, volunteers, and guests.

#### **Administrative & Financial**

- Maintain accurate records of facility use, occupancy, and maintenance activities to support operational efficiency and reporting needs.
- Manage petty cash, purchase orders, and supply purchases related to property operations, exercising independent judgment in prioritizing resources.
- Prepare reports on site use, maintenance, and operations to inform decision-making and support the Council's strategic goals.
- Build and maintain positive relationships with community partners, vendors, and repeat day-use and overnight campers, ensuring a welcoming and mission-aligned guest experience.

#### **Competencies and Areas of Expertise**

- Strong interpersonal skills; able to work with diverse staff, volunteers, and guests with diplomacy and professionalism.
- Flexible, solution-oriented, and able to adapt to changing priorities, manage multiple tasks independently, meet deadlines, and exercise sound judgment and discretion.
- Creative problem-solving skills with a commitment to maintaining a safe, welcoming environment.
- Alignment with the values and principles of the Girl Scout Movement.

#### **Direct Reports**

- Supervise seasonal staff and volunteers supporting events and facility turnover.

#### **Physical Demands & Work Environment**

- Work occurs both indoors and outdoors, including uneven terrain, stairs, and natural landscapes.
- Regular exposure to heat, humidity, rain, and other weather conditions.
- Capable of lifting and carrying up to 50 lbs. occasionally and 20–30 lbs. frequently.
- Perform physical tasks including walking, standing, bending, stooping, climbing, and handling tools, equipment, or materials.
- Work independently and safely while performing maintenance, property operations, and guest services.

#### **Travel**

- Occasional travel to other Council property may be required.

#### **Education or Experience**

- High school diploma or GED required; associate or bachelor's degree preferred.
- Minimum of 3 years' experience in property management, facilities maintenance, camp management, or a related field, or equivalent combination of experience and training.
- Prior experience in camp property operations preferred.
- Strong knowledge of landscaping, general construction, and building maintenance.
- Experience with basic carpentry, plumbing, and electrical skills.
- Knowledge of OSHA laws and safety regulations.
- Ability to work a non-traditional schedule, including nights and weekends.
- Valid driver's license, reliable transportation, and ability to meet Council insurance requirements.

#### **The Following Requirements Apply to All Positions**

- Become a registered member of the Girl Scouts of the United States of America. Have working knowledge of the Girl Scout philosophy and program and be committed to the Girl Scout mission.
- Cope with stressors and demands that are associated with the job and/or the work environment so that acceptable and defined levels of performance and overall contribution are maintained. While all jobs involve dealing with stressors, the particular stressors may vary job to job.

- Adaptable and flexible work environment including but not limited to working additional hours (nights and weekends) as business needs may require, handling more than one task concurrently and easily adapting to new assignments, systems, and processes.
- Possess a valid Driver's License and have regular access to a reliable vehicle.
- While all these continuing responsibilities apply to all jobs in Girl Scouts, the specific ways in which they apply vary from job to job.

#### **Compensation & Benefits**

- **Annual Salary:** \$40,000
- **Housing:** On-site one-bedroom unfurnished apartment provided, including utilities, cell phone, and internet (required residency). Well-behaved pets may be considered with approval.
- **Additional Benefits:** Comprehensive benefits package including health, dental, vision, life, and disability insurance, 403(b) retirement plan contributions, and generous paid time off and holidays.