girl scouts
heart of new jersey

Job Description

JOB TITLE: Assistant Camp Ranger	FLSA:
DEPARTMENT: GSHNJ Camp	SALARY RANGE Day Camp - $300- $500 per week Sleepaway Camp - $225 - $425per week housing provided
REPORTS TO: Ranger, Camp Director	Additional Benefits: In accordance with New Jersey law, part-time and seasonal employees accrue paid sick leave.

JOB SUMMARY:
The Assistant Camp Ranger's role is to, in collaboration with the Ranger and Camp Director, maintain and improve the camp site and facilities by assisting with general maintenance, landscaping, and camp cleaning services.

MAJOR ACCOUNTABILITIES:

- Assist with duties as assigned by the Ranger/Camp Director.
- Clean cabins including bathrooms, kitchens, and program areas. Duties include sweeping and mopping floors and porches, cleaning sinks, showers, toilets, countertops, and tables.
- Assist with landscaping including weed-whacking, brush removal, and leaf blowing.
- Set-up and maintain archery site.
- Daily trash collection from all cabins and program areas.
- Responsible for transporting equipment and supplies around camp.
- Assist with general camp improvement projects.
- Assist with general camp repairs as needed.
- Assist with light carpentry projects as needed
- Ensure any equipment used is put back clean and in ready to use condition.
- Reports any hazards or broken equipment to the Ranger/Camp Director.
- Communicate all concerns including behavioral issues, maintenance issues, program needs in a timely manner.
- Attends staff training and meetings as needed.
- Assists with the opening and closing of the camp.
- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA health and safety standards, including adherence with all procedures and protocols related to communicable diseases such as measle, rabies, and COVID-19.
- Perform other duties as assigned for the betterment of the campers, program, camp, and the council.

JOB QUALIFICATIONS:

- Must be at least 16 years of age.
- Ability to work outside for an extended period of time.
- Ability to work on your own without supervision.
- Have a valid NJ driver's license, if 17 or older.
- Be able to work nights and weekends on a flexible schedule.
- Ability and willingness to work in outdoor setting during summer months.