



Job Description

Position Title:	Camp Ranger
Reports to:	Camp Director
Supervises:	Camp Support Staff
Status:	Full-time, Exempt (Salary)

Position Summary

The Camp Ranger is responsible for overseeing and maintaining all camp and retreat center properties. Additionally, the Camp Ranger will host rental groups, ensuring they comply with safety regulations, proper handling of funds, and facility policies. The Camp Ranger will also create a welcoming and well-maintained environment for all guests.

Essential Job Functions / Duties

Oversee and maintain all properties

- Supervise all use of the property
- Ensure a healthy and safe camp environment
- Know emergency procedures

Ability to perform a variety of basic maintenance skills

- Plumbing
- Electrical
- Air conditioning and heating
- Carpentry
- Vehicle maintenance
- Dry wall repair

Operation of physical facilities and property

- Operate and keep all physical property and equipment, including tractors and mowers, in safe operating condition.
- Be alert to conditions that affect health, safety, sanitation, and good housekeeping practice.
- Maintain the swimming pool and be able to operate a filtration system.
- Make regular inspections to determine essential repairs and corrective action required
- Maintain a record of all maintenance performed

Working with rental groups

- Communicate with rental groups as requested by camp management
- Welcome and host rental groups
- Ensure that rental groups are aware of various camp policies relating to their event.
- At conclusion of rental group activities conduct a camp inspection to ensure that they have complied with rental clean up policies.

Education and Experience

- Associate or bachelor's degree in a business-related field, or 3 years commensurate experience in an accounting field.
- One year of business office experience is needed to gain the skills and knowledge required to perform job duties.

Qualifications/Requirements

- A member in good standing with the Seventh-day Adventist church
- High school diploma, GED or equivalent documented experience
- Three years' experience in construction trades or general maintenance management
- Valid driver's license necessary to carry out assignments
- May be expected to have CDL Class B license
- Be current in First Aid, CPR, and other needed certifications
- Have basic computer skills
- Willing to accept a flexible work schedule that may at times include holidays
- Shown ability to handle financial resources
- Background/Criminal check and Shield the Vulnerable training

Physical Aspects of the Job

- Be able to drive and operate camp vehicles.
- Have the necessary physical strength to carry out maintenance and repairs (e.g. to lift heavy objects up to 70 lbs. or 32kg, to dig, to load and unload trucks, to carry out assigned repairs).
- Ability to effectively communicate orally and in writing

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Statement of Understanding

The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. Oklahoma Conference Administration reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.