



POSITION DESCRIPTION

Girl Scouts of Northern New Jersey will be recognized as the premier leadership development program that nurtures, inspires and empowers girls.

Position Title: Assistant Ranger

Salary Grade: Non-Exempt, Salary Grade 4 – Full Time

Reports To: Lead Ranger or Ranger

Location: Glen Spey

Position Summary: Assists with general maintenance and custodial services.

Primary Responsibilities:

- Provides general maintenance and custodial services under the direction of the Lead Ranger or Ranger at specific camp locations.
- Performs duties to support the policies and standards of GSNNJ and GSUSA.
- Ensures a quality customer service attitude is demonstrated at all times.
- Helps foster and implement the council's policy to strive for a volunteer, employee and program participant population reflective of the area's religious, racial, ethnic, social and economic diversity.
- Performs other duties as assigned.

Staff members are accountable for achieving their performance goals that collectively enable GSNNJ to reach our council goals. Each staff member is expected to take an active role in all areas of operations, especially by being alert to opportunities to identify and engage potential volunteers, girl members, donors, vendors, collaborators, etc. and providing contact information to the appropriate staff person.

Each employee is a representative of Girl Scouts of Northern New Jersey. Others form their impressions of GSNNJ based, in part, on their interaction with employees. Every personal contact made by a GSNNJ employee could be a current or potential donor; thus, these impressions can influence donor actions. Each employee is expected to take an active role in development by being alert to opportunities to identify potential new donors and providing contact information to the Chief Development Officer. On occasion, employees may be asked to participate in site visits and/or follow-up calls with contacts.



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Education, Skills, Experience Requirement:

- Experience with park management and/or grounds maintenance.
- Exceptional time management capability to handle multiple tasks and deadlines.
- Valid driver's license, reliable automobile and auto insurance with ability to drive and operate safely and efficiently various types of mowers, trucks, landscaping equipment and construction vehicles.
- Ability to understand, remember and follow all unwritten instructions.
- Ability to assist and prepare campgrounds.
- Ability to lift physically heavy objects and to work continuously under varying weather conditions.
- Membership in GSUSA is required upon employment and annually thereafter.
- Ability to work a flexible schedule including some evenings and weekends.

Employee Signature

Date

Supervisor Signature

Date