



**POSITION TITLE:** Property Manager/Assistant Ranger

**REPORTS TO:** Director of Property

**FLSA STATUS:** Non-Exempt, Full-Time

### **POSITION SUMMARY**

The Property Manager/Assistant Ranger will oversee repair and maintenance of camp(s), office building(s) and meeting places within their region. A specialty as in Electrical, Plumbing, and HVAC will be a plus but not a must for the position. This position will provide customer service for the volunteers with whatever questions or needs they may have when visiting camp(s).

### **ACCOUNTABILITIES**

- Perform ongoing grounds upkeep, building repair and equipment maintenance, with special attention to the pool, in accordance with council standards and maintenance plan.
- Visit the regional office at least every other week for building and grounds maintenance (mowing, leaf blowing, tree/shrub trimming).
- When directed by the Assistant Property Director or Property Manager/Ranger, secure services of contractors and oversee projects to ensure that all work is completed in accordance with plans and other agreements.
- Report to Assistant Property Director any repairs over \$100.
- Prepare invoice and credit card receipts for approval, monthly expense reports. Stay within the properties' budget parameters.
- Prepare weekly maintenance reports, daily pool water test, and daily well readings.
- Develop and maintain positive relationships with girls, volunteers, staff, neighbors, community groups, government agencies, and the business community to facilitate smooth property operations and program activities.
- Provide operational support for council programs as requested by supervisor.
- Notify supervisor of any acute or potential threat to the well being of site users on all council properties.
- Monitor site security and emergency systems and procedures to ensure safe usage of the facilities.
- Check guests in and out, to include weekend visits. Will include any other troop meetings.
- Prepare site for users by putting up tents, turning on water and/or heat, and meeting other program needs; provide assistance to site users by responding to maintenance requests in a timely manner and by supplying other site needs.
- Provide positive customer service to girls, adult volunteers and staff.
- Demonstrate a commitment to the mission of the Girl Scout movement and ability to communicate the mission to others.

- Serve as the council on-site representative by receiving shipments, meeting with contractors, and accompanying inspectors and other site visitors as necessary or directed by supervisor.
- Perform all other duties as assigned.

## **QUALIFICATIONS AND EDUCATION**

- Plumbing or electrical license preferred. Knowledge of pool maintenance a plus.
- Have the ability to operate heavy machinery, using appropriate safety gear.
- Possess a valid driver's license that meets the council insurance company's requirement for coverage.
- Ability to work a flexible schedule including evenings/weekends and some holidays; occasional overnights required.
- Ability to travel as job requires. Maybe be called on to travel to other regions.
- Attend trainings as required by council.
- Wear appropriate identification as a Girl Scout staff member, as required. May be required to maintain other appropriate memberships, attend trainings and obtain certifications in related areas.

## **PHYSICAL REQUIREMENTS**

- Must be capable of walking, standing, bending, stooping, and reaching.
- Must have the ability to lift and carry at least 70 pounds and to walk at least one mile over uneven terrain.
- Occasional exposure to seasonal weather conditions.

## **EMPLOYEE ROLE IN FUND DEVELOPMENT AND MEMBERSHIP**

You are required to have an active role in the council's fund development and membership efforts, as set forth by the CEO.

In addition, as an employee, you are a representative of GSHG, and people form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to, or member of, the council and, thus, these impressions can influence their actions.

Employees also can play a more active role in fund development and membership by being alert to opportunities to identify potential new donors and volunteers.