



## **POSITION DESCRIPTION**

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

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**Position Title:** Assistant Ranger (maintenance)

**Position Level:** Non-Exempt, Full Time

**Reports To:** Ranger

**Location:** Lake Rickabear, Kinnelon, NJ

**Position Summary:** Assists with general maintenance and custodial services.

**Primary Responsibilities:**

- Provides general maintenance and custodial services under the direction of the Ranger at specific camp locations.
- Performs duties to support the policies and standards of Girl Scouts of Northern New Jersey and Girl Scouts of the USA (GSUSA).
- Ensures a quality customer service attitude is demonstrated at all times.
- 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.

**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. Physical health and strength needed to perform various heavy tasks.
- 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.

Resumes should be submitted to Susan Miller, Director of Human Resources at [smiller@gsnnj.org](mailto:smiller@gsnnj.org)