



ROLE DESCRIPTION
CAMP RANGER - CARINGAL SCOUT CAMP

Title	Camp Ranger - Caringal Scout Camp
Reports to	District Commissioner – Mt Baw Baw / Campsite Manager
Direct Reports	None
Measurement	Membership, Quality, Delivery, and Participation.

The Camp Ranger – Caringal Scout Camp is voluntary position. The Camp Ranger acknowledges that he / she is not an employee of the Scout Association nor is entitled to any payment as a result of this voluntary arrangement.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities, and does not tolerate any form of harm, abuse or neglect.

Camp Rangers are an integral part of the daily running of Caringal Scout Camp. The Ranger is critical to the successful operation of the camp including excellent customer service skills and facilities management capabilities ensuring the campsite is operated within the policies and rules of the camp and Scouts Victoria.

The position requires you to work unsupervised and be self-managing as to your time and duties. The Ranger role carries out the specific tasks outlined in the Ranger Duties document.

A Police clearance is mandatory. Persons offering themselves for selection will be required to authorise the Association to conduct a thorough national Police check plus obtain and renew when required a 'Working With Children Check' (WWCC) card.

Additionally, the person/ persons appointed will also be expected to abide by the Association's "Code of Conduct for Adults in Scouting" and Risk Management Policy; the approved Camp Booking Procedures – as specified; Emergency Procedures as approved from time to time.

The names of three referees are required as to the good character of the applicant/s. The referees must not be family members or present / past members of Scouts Australia

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).



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PRIMARY RESPONSIBILITIES

- Receive and manage enquiries from public and Scouting personnel in regards to the Camp
- High standard of professional presentation including quality customer service delivery.
- Responsible for the collection of deposits and payments, meeting financial process requirements including the issuing of receipts.
- Operate and coordinate bookings through a computerised system
- Carry out reactive and preventative maintenance activities within your capabilities and knowledge, in line with Scouts Victoria policies.
- Responsible for the overall cleanliness of the campsite, including grounds, ablution block, bunkhouses and buildings
- Manage and lead contractors or volunteers in the delivery of service to the camp for maintenance, projects or other tasks.
- Support Scouts Victoria expectations for management of risk pertaining to weather and fire safety including ensuring hirers meet their obligations under relevant Acts, such as ensuring Total Fire Ban and Fire Danger Period compliance.
- Maintain situational awareness of other events and activities outside the camp that may impact the operation of the camp such as tourism activities.
- Responsible for the monitoring of incidents and major weather events from state authorities and Scouts Victoria such as VicEmergency and ensure that users of the camp are adequately advised.
- Manage and oversee emergency incident response as required including managing evacuation of the campsite while maintaining personal safety.
- Any other reasonable task as requested by the Campsite Manager.

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

Attitude

1. Enthusiasm with a strong commitment to Scouting Principles.
2. Enthusiasm and commitment towards the importance of Scouting activities.
3. Be respectful of all their team accepting individual differences as a resource
4. Self managing and self starting capability including effective prioritisation of work.
5. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting.





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Skills

1. Demonstrated skills in the safe use of power equipment for groundskeeping such as lawn mowing, chainsaw operation, brushcutting.
2. Demonstrated skills in the maintenance and operation of equipment that support utilities to the camp including electricity, gas and water while recognizing limitations and seeking support from external contractors.

Knowledge

1. Have a sound Knowledge and strong commitment to the purpose, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods that distinguish it from other youth organizations
2. Knowledge and application of responsibilities as an on-site manager of a campsite.

