

# Camp Ondessonk Assistant Ranger

## **IDENTIFYING INFORMATION:**

Title: Assistant Ranger - Camp Ondessonk, Ozark, IL Status: Full-time, hourly.

Reports to: Camp Ranger

Compensation: \$37,000 – \$39,000 starting annual salary, paid vacation, employee health insurance, retirement plan, and additional benefits.

Camp Ondessonk has proudly served summer campers since 1959. Ondessonk's 983 acres are adjacent to thousands more acres of the Shawnee National Forest. Our summer camp programs provide experiences that encourage young people to have fun, grow spiritually, gain self-confidence and self-esteem, and develop values. Camp Ondessonk offers programs to many different groups throughout the year. During the fall, winter, and spring we offer outdoor education programs to school and youth groups, teambuilding, high and low challenge courses, retreat facilities, a variety of specialty weekends, volunteer work weekends, and open houses. Camp Ondessonk is owned by the Catholic Diocese of Belleville and welcomes people of all faiths to participate in its programs and services.

## **PRIMARY FUNCTIONS OF POSITION:**

Reporting to the Camp Ranger, Camp Ondessonk's Assistant Rangers perform facility maintenance and construction tasks in support of the mission and goals of Camp Ondessonk.

## **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

Camp's Assistant Rangers work closely with the Camp Ranger to sustain a comprehensive facilities maintenance program while also being ambassadors for Camp Ondessonk.

## **SPECIFIC RESPONSIBILITIES INCLUDE:**

1. Assist in site security and participant safety efforts.
  - a. Patrol property for hazards and potential threats.
  - b. Maintain property boundary markers and signs.
  - c. Help ensure a healthy and safe environment for visitors and staff.
  - d. Protect camp assets from theft, damage, and vandalism.
  - e. Ongoing risk-management responsibilities include trip and fall prevention on walkways, bridges, building entrances, etc.
  - f. Assist with jobs related to participant and staff safety, including search and rescue operations.
2. Business-related responsibilities.
  - a. Follow established purchase authorization procedures, including timely submission of receipts.
  - b. Operate within budget constraints.
  - c. Maintain healthy relationships with volunteers, vendors, and contractors.
3. Facilities operation, maintenance, and property management. Assistance in the following areas.
  - a. Maintain physical property in safe working order, including vehicles, heavy equipment, appliances, machinery, cabins, program buildings, staff residences, food service facilities, roads, parking lots, grounds, and water supply, wastewater, electrical, and communications infrastructure, as well as other assets not listed.
  - b. As assigned, support the maintenance-related work of volunteers, concentrating heavily on cultivating and maintaining healthy relationships with this key constituency group.
  - c. Help ensure that all fire threat-related regulations are enforced.
  - d. Assist the Camp Ranger in ongoing efforts to sustain an inventory of maintenance department-related consumables like fasteners, fuel, vehicle lubricants, etc.
  - e. Willingness to learn or perform skilled trades tasks like excavation, vehicle and equipment maintenance, tree work, roofing, carpentry, plumbing, painting, and electrical. Work in harmony with outside contractors when necessary.

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- f. Diligently work to maintain a clean and tidy site, setting an aesthetically pleasing tone in program buildings, maintenance areas, staff residences, and other areas, always striving to make a positive first impression with campers, parents, and other visitors.
  - g. As assigned by the Camp Ranger, complete and document regular inspections, following up with corrective repairs and/or action when appropriate.
  - h. Occasional work with the Equestrian Department on issues and tasks related to horse program operation, including volunteer workdays, pasture management, and annual efforts to harvest and stockpile hay.
4. Relationship cultivation.
    - a. Act as an ambassador to all site visitors, including participants, volunteers, donors, parents, etc.
    - b. Cultivate harmonious relationships with local officials, neighbors, vendors, suppliers, and fellow staff members.
    - c. Support volunteers in improvement and maintenance projects.
    - d. Lead in a way in which the goals and efforts of the maintenance department are multiplied and maximized.
  5. Program and fund development support.
    - a. Occasionally participate in mission-supporting work such as programming and fundraising events.
    - b. Perform other occasional tasks as assigned.
  6. Other
    - a. Support ongoing American Camp Association accreditation-related work. The accreditation process work is primarily completed by other positions. However, the maintenance department has a vital role in implementing standards compliance.
    - b. Maintain open communications and provide ongoing collaborative support to Hospitality Services staff (food service, support service, and housekeeping).
    - c. Daily communication with the Camp Ranger, Assistant Rangers, and other coworkers.
    - d. Other occasional tasks as assigned.

## **QUALIFICATIONS AND REQUIREMENTS:**

- 18 years of age required. 21 years of age preferred.
- High school graduate or equivalency certificate.
- Post-high school education or relevant trade(s) training or experience is strongly preferred.
- Position requires driving Camp vehicles. Therefore, a valid state driver's license and clean driving record are required.
- Must successfully clear criminal background checks and complete Diocese of Belleville Child Protection Training upon employment.
- First Aid / CPR / AED Certification within six months of start date.
- Must be able to lift 50 pounds.
- Positive attitude, professional demeanor, open mind, and a good heart.
- Solid work ethic, sense of professional accountability, and strong organizational skills.
- Flexibility, adaptability, patience, and a desire to foster a community with coworkers, volunteers, and Camp participants.
- Willingness to prioritize communication, leadership, and customer service skills.

**Scope and Complexity:** Camp Ondessonk's Assistant Rangers work with and communicate regularly with the year-round staff to continuously evaluate the support needs of each area, exchange information, and receive & offer support. The position is in direct contact with program, logistical, and support staff, as well as guests who are utilizing Camp. The scope of this position directly affects the quality of experience of every visitor to Camp Ondessonk.

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The job requires occasional Saturday or Sunday duties and additional after-hours work when time-sensitive or emergency maintenance services are needed.

**Physical Environment:** Rustic, wooded setting requiring physical activity in the outdoors during all seasons of the year. Summers are hot and humid with the potential for strong thunderstorms. Daytime high temperatures are regularly in the 90s and occasionally above 100 degrees. Winters are typically mild and wet with frequent ice storms, but it is not too uncommon to encounter sub-zero temperatures and significant snowfall. Spring and fall are usually pleasant with moderate temperatures.

**Benefits:** Health insurance, dental/vision, and retirement package. Some meals are provided when groups are on-site. Employees qualify for numerous pro-deals on outdoor gear. Employees have access to Camp's 983 acres and the adjacent Shawnee National Forest with many opportunities for hiking, backpacking, rock climbing, canoeing, and other outdoor activities. Full or partial compensation for conference attendance, certifications, and membership in professional organizations.

Please direct inquiries to:

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