

Job Title: Program and Properties Assistant

Reports To: Development Director

Location: Greensburg, PA & Somerset, PA

Job Type: Full-Time

Job Summary

The **Program and Properties Assistant** plays a vital role in the maintenance, development, and oversight of all council-operated facilities, ensuring they meet the highest standards of safety, functionality, and program effectiveness. This position is responsible for coordinating and managing capital and maintenance projects, securing funding for facility improvements, and serving as an advisor to various camp function committees.

Additionally, the Program and Properties Assistant acts as the **Head Ranger at Eberly Scout Reservation** during the summer season, ensuring a well-maintained and smoothly operating camp environment. This role also manages **National Camp Accreditation Program (NCAP) documentation**, serves as a liaison between the council and **Laurel Hill State Park**, and assists with various duties as assigned by the **Development Director**.

Key Responsibilities

Facility and Project Management

- Coordinate and manage all **capital improvement and maintenance projects** for council-operated properties.
- Develop and maintain a **project timeline and budget**, ensuring efficient use of resources.
- Work with contractors, vendors, and volunteers to complete projects on schedule and within budget.
- Conduct routine **facility inspections** to identify maintenance needs and ensure compliance with safety regulations.

Funding and Resource Development

- Assist in **applying for grants and funding** opportunities to support facility and program improvements.
- Develop and maintain relationships with **donors, sponsors, and community partners** to secure financial and in-kind support.
- Maintain accurate records of grant applications, awarded funding, and project expenses.

Camp and Program Support

- Serve as an **advisor to camp function committees**, providing guidance on facility needs, improvements, and program logistics.
- Act as **Head Ranger for Eberly Scout Reservation** during the **summer camp season**, overseeing camp maintenance and operational support.
- Ensure all camp facilities meet **health, safety, and environmental standards**.

Accreditation and Compliance

- Manage documentation and ensure compliance with the **National Camp Accreditation Program (NCAP)**.
- Work with council leadership to ensure adherence to **local, state, and national regulations** for camping and outdoor programs.

Stakeholder and Community Engagement

- Serve as the primary **liaison between the council and Laurel Hill State Park**, coordinating shared initiatives and land-use agreements.
- Maintain positive relationships with community stakeholders, park officials, and partner organizations.

Other Duties

- Perform all **other duties as assigned** by the **Development Director** to support the mission and operations of the council.

Qualifications and Skills

- Experience in **project management, facility maintenance, or outdoor program operations** preferred.
- Strong organizational and problem-solving skills.
- Ability to manage multiple projects and meet deadlines.
- Knowledge of **grant writing and fundraising strategies** is a plus.
- Willingness to work **outdoors, in varying weather conditions**, and occasionally **on weekends and evenings**.
- Ability to work independently and as part of a team.

To Apply: Please send your resume and a brief cover letter outlining your qualifications and interest in the position to Kenneth.Bartlett@Scouting.org