

## **WILDERNESS RANGER CREW LEADER DUTIES:**

### Pre-season

Assist with seasonal hiring

- Send out welcome packet – inc. Carhart Ctr Wz ranger handbook

Prep information board materials

Assist with prep for trainings:

- Frontliners

- O/Gs

- Fire

- Backcountry crew

- Wz Ranger training

Update and distribute Wz Crew handbooks

Review previous year trip reports for work planning

Assign “mentor” for all new hires

Equip inventory (do we have enough fuel, trash bags, etc)

Set up check out for cameras etc

Order supplies as needed

### Summer

Gather info for all employees (trainings, emergency #s, etc)

Coordinate with Liese weekly for updates

Manage clipboards @ SVWC (job announcements, safety, etc)

Assign leads for:

- Vehicles – monthly inspections, tear sheets, cleaning

- Safety – weekly meetings, turning in documentation, JHAs

- Information - weekly trail report, update trail hotline (Ed Specialist??)

- Pro deals

- Signs

Ranger schedules, coverage to include:

- B/WC - 1 ranger

- West side Sawtooths – 1 ranger

- Boy Scout weeks (last week June/1<sup>st</sup> week July)– 7 day coverage if possible

Weekly ranger meetings

- Review of hitch

- Upcoming schedules

Coordinate assistant coverage at visitor centers (at least once/summer for each ranger) and trails (1 hitch/summer)

Assure safety meetings are productive and held weekly

Handle day-to-day supervision, refer problems to Liese

Turn in incident reports weekly

Coordinate highlines with riding ranger and Outfitters

Equipment:

- Assign

- Inventory

- Maintain

Turn in list of needs to Liese

End of season

Tally data from trip reports

Assist with monitoring reports

Misc. – as time allows

SVWC organization

File slides/photos

Tool maintenance