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/1st 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