

Denver Area Council – Peaceful Valley Scout Ranch

Job Title:	Ranch Office Manager	Property:	Peaceful Valley Scout Ranch
Camp/Department:	Operations	Salary Level:	Grade 3
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	Yes
Reports to:	Operations Director	Certifications Req:	No
Will Certify Applicant?:	Not Required	Driving Required?	Yes

Job Summary

Manage the ranch office and its operations.

Job Description

ROLE AND RESPONSIBILITIES

- Train, supervise and evaluate direct report staff.
- Open and close the ranch office on time.
- Operate the office in a customer service focused, Scout like manner.
- Supervise the camp phone system, email and radio.
- Record radio transmissions in emergency situations.
- Manage incoming and outgoing US Mail.
- Manage incoming and outgoing Council Mail.
- Serve as a source of information.
- Word process documents as requested.
- Coordinate camp sign ups with outside vendors.
- Maintain a clean office building to include exterior and restrooms. Sweep, mop, vacuum, wipe windows, disinfect bathrooms, wipe counters and other surfaces and dust daily.
- Process payments for camp fees.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- BSA Program Safety (Online Prior to Camp)
- FEMA Multi-Hazard Planning for Child Care (Online Prior to Camp)
- BSA Unlawful Harassment Prevention (Online Prior to Camp)
- Standard Precautions Training (Provided by the Council)

REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 18 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America
- Must have a valid driver’s license and history insurable by the insurance company

DIRECTLY SUPERVISES

- Office Clerk

ADDITIONAL NOTES

- None