

Denver Area Council – Peaceful Valley Scout Ranch

Job Title:	Mining District Coordinator	Property:	Peaceful Valley Scout Ranch
Camp/Department:	Dietler- Administration, Program	Salary Level:	Grade 4
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	Yes
Reports to:	Program Director	Certifications Req:	Yes
Will Certify Applicant?:	Yes	Driving Required?	Yes

Job Summary

Lead the camp and staff in the day-to-day operations of Camp Dietler. Ensure that campers needs are met and a quality program is provided.

Job Description

ROLE AND RESPONSIBILITIES

- Train, supervise and evaluate direct report staff.
- Interact with Scouts, Leaders, and Staff to identify areas that need attention in the program and camp operations. Ensure a quality program is delivered.
- Lead flag ceremonies, campfires, camp wide activities and deliver messages during those times.
- Coordinate the weekly outpost as far as staffing, program, and logistics.
- Assist the Program Director in executing the program.
- Recognize Scouts and individuals who have made special achievements during their stay at camp.
- Work closely with the Commissioner in assisting Scoutmasters and Leaders. Informally meet with leaders daily.
- Ensure staffing requirements are met to ensure a quality program.
- Supervise assigned staff patrol and ensure duties are being completed.
- Be familiar with, and ready to implement camp emergency procedures.
- 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 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

- Assigned Program Counselors and Area Directors

ADDITIONAL NOTES

- None