

## Denver Area Council – Peaceful Valley Scout Ranch

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

### Job Summary

To ensure campers receive a quality high adventure camp experience within the Dobbins program. Give leadership to Area Directors in teaching and fulfillment of program requirements.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Help Ensure a quality program consisting of various activities. Help deliver a fun and age appropriate program. Help develop opportunities for camp-wide competition on all levels.
- Interact with campers and leaders. Identify areas for improvement in order to ensure and maintain a quality program.
- Help coordinate camp wide activities with the help of Area Directors to include flag ceremonies and campfire programs.
- Provide guidance and leadership to assigned program areas through helpful supervision.
- Supervise and train Area Directors. Notify the Camp Director of issues with program staff.
- Assist with implementing the staff training program.
- Evaluate staff in the middle of the season and at the end of the season.
- Respond quickly, safely and effectively to camp emergencies. Communicate with the Camp Director, Ranger and Health Officer in such scenarios.
- Ensure paperwork for units is completed correctly.
- Ensure program areas meet policies, guidelines, practices and regulations as set by the Boy Scouts of America and Boy Scouts of America National Camp Standards.
- Oversee the maintenance, inventory and use of program supplies and equipment.
- Be familiar with and enforce policies for health and safety in camp.
- Establish a good working relationship with staff, campers and leaders.
- 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 (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 respond effectively to camp and trail emergencies in various weather conditions
- Must have ability to move camp property in various weather conditions
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level
- Must be 18 years of age or older
- Valid Driver's License and History Insurable by Insurance Company
- 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

### **DIRECTLY SUPERVISES**

- Assigned Area Directors and Staff

### **ADDITIONAL NOTES**

- Some unpaid volunteer planning work is required in the off-season (August-May)