

# Peaceful Valley Operations

## Job Descriptions



## Operations Director

Reports To: Council Assistant Camping Director

**Objective:** Direct the overall support and logistics operations of the ranch. Assist the Assistant Camping Director in all operations of the ranch.

**Essential Functions:** Must be at least 21 years old. Must be able to speak, read and write the English language, listen to others, comprehend instructions and manuals, and have the physical ability to move around the camp property in various environmental conditions. Must obtain a CPR/AED/First Aid Certification.

**Specific Responsibilities:** The Operations Director works closely with the Assistant Camping Director to plan and execute the support and logistics operations of the ranch. They also provide leadership and guidance to the summer camp staff. Specific responsibilities are:

1. Oversee and manage seasonal staff files utilizing the WorkBright system. Ensure all paperwork and trainings are submitted and current for all staff.
2. Guide the Business Manager to keep accurate camp business records, as established by the council, including collection of and accounting for camper fees, trading post revenues, petty cash, and purchase orders.
3. Assist the ACD in creating a staff training program. Help lead and implement trainings for all staff.
4. Supervise, train and evaluate all Operations (support staff) positions. Be familiar with the members of the Operations Staff and their problems through helpful supervision and personal conferences.
5. Work closely with the CIT Director to develop a CIT training program that helps CITs gain knowledge of the ranch and create retention of staff. Supervise all Counselor's in Training through the CIT Director and CIT Coordinators.
6. Make frequent inspections of the camp property to ensure safety and security. Secure the property at night. Ensure staff have returned to the property by the designated deadlines.
7. In emergencies, guide the staff and campers in emergency procedures and protocols. Initiate and supervise weekly drills. Train all personnel in emergency procedures.
8. Oversee all operations of the ranch (Operations and Program) in the absence of the Assistant Camping Director. Keep in touch with the ACM or designee in such scenarios.
9. Act as a liaison between the camp and the food service company.
10. Have a thorough knowledge of health code polices, procedures and practices as well as all safety and security practices. Enforce these polices with all staff and campers.
11. Have a thorough knowledge of all camp, ranch, and Denver Area Council policies. Enforce these polices with all staff and campers.
12. Have a general knowledge of BSA National Camp Standards, Colorado Child Care rules/laws and local, state and federal laws. Enforce these polices with Operations staff.
13. Assist the ACM in all investigations. When appropriate, include and assist law enforcement in investigations.
14. Supervise the operations of facilities including but not limited to: the dining hall, commissary, trading post, camp offices, and other support/operations facilities.
15. Work with the Ranch Superintendent and Ranger on all facilities and overseeing the work-order system for Quartermasters. Supervise QM's and ensure work is being completed.
16. Respond secondary, behind medics to all major medical emergencies. Assist in care, safety, and transportation as needed.
17. Assist the ACD in obtaining supplies for all aspects of camp including program and operations.
18. Other duties as assigned.



## Business Manager

Reports To: Operations Director

**Objective:** Direct the overall ordering and fiscal responsibility for trading post operations, unit check-in reports and accounting, personnel record keeping, and daily banking.

**Essential Functions:** Must be at least 21 years old. Must be able to speak, hear, write, and read communications clearly. Must be able to count and do inventory for ordering.

**Specific Responsibilities:** The Business Manager works closely with the Operations Director in giving leadership to the camp business operations. Specific responsibilities are:

1. Management of camp business records, as established by the council, including collection of and accounting for camper fees, trading post revenues, petty cash, and purchase orders. Maintain and submit daily reports of cash transactions and deposits.
2. Conduct unit check-in and check-out reports for accuracy as to numbers of campers and amount of money due and collected.
3. Trading post- monitor and control daily and weekly ordering of supplies, make daily written revenue reports and bank deposits.
4. Submit complete written inventories of all equipment and supplies at the close of camp along with a written report of recommendations prior to the end of camp.
5. Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
6. Manage petty cash and perform shopping functions as needed for all camp supplies.
7. Assist in the management of record keeping of staff information such as collecting and filing human resource forms and submitting payroll.
8. Make bank deposits frequently to ensure the property never has more money than what is needed to operate.
9. Other duties as assigned.



## Trading Post Manager

**Reports To:** Operations Director, Business Manager (secondary)

**Objective:** To oversee ranch trading post operations, ensuring a businesslike and orderly atmosphere

**Essential Functions:** Must be at least 18 years old. Must be able to lift weights up to 50 lbs., must be able to see, count, read and write the English language. Must hold valid driver's license and pass a driving check.

**Specific Responsibilities:** The Trading Post Manager works closely with the Business Manager in meeting the needs of the campers. Specific responsibilities are:

1. Generating an opening inventory.
2. Overseeing the set-up and take-down of all trading post operations including merchandise distribution, pricing, floor layout and merchandise storage.
3. Supervising and evaluating Trading Post Staff as needed.
4. Create Trading Posts hours and ensure Trading Posts open and close on schedule and serve all customers in a courteous "Scout like" manner.
5. Cleanliness of the Trading Post, porch, and outside areas at all time.
6. Keep shelves, displays, and vending machines fully stocked at all times.
7. Maintain lists of merchandise that needs to be reordered and communicate regularly with Business Manager to maintain a fully stocked store.
8. Keep accurate daily records of cash receipts through use of a Daily Cash Reconciliation forms.
9. Meet or exceed sales goals.
10. Assist in the set-up and take-down of all camp facilities.
11. All other duties as assigned.



## Dobbins Trading Post Lead

**Reports To:** Ranch Trading Post Manager and Operations Director

**Objective:** To operate the camp Trading Post in a businesslike and orderly manner.

**Essential Functions:** Must be at least 18 years old. Must be able to lift weights up to 50 lbs., must be able to see, count, read and write the English language.

**Specific Responsibilities:** The Trading Post Lead works closely with the Ranch Trading Post Manager in meeting the needs of the campers - specific responsibilities are:

1. Supervising Trading Post Clerk(s) as needed.
2. Open and close the Trading Post on schedule and serve **all** customers in a courteous "Scout like" manner.
3. Cleanliness of the Trading Post, porch, and outside areas at **all** time.
4. Keep shelves, displays, and vending machines **fully** stocked at **all** times.
5. Maintain lists of merchandise that needs to be reordered and communicate with Business Manager regularly to maintain a **fully** stocked store.
6. Keep accurate daily records of cash receipts through use of a Daily Cash Reconciliation forms.
7. Meet or exceed sales goals.
8. Assist in the set-up and take-down of **all** camp facilities.
9. **All** other duties as assigned.



## Dobbins Trading Post Clerk

**Reports To:** Dobbins Trading Post Manager

**Objective:** To operate the camp Trading Post in a businesslike and orderly manner.

**Essential Functions:** Must be able to lift weights up to 50 lbs., must be able to see, count, read and write the English language.

**Specific Responsibilities:** The Trading Post Clerk works closely with the Trading Post Manager in meeting the needs of the campers - specific responsibilities are:

1. Open and close the Trading Post on schedule and serve **all** customers in a courteous "Scout like" manner.
2. Cleanliness of the Trading Post, porch, and outside areas at **all** times.
3. Keep shelves and vending machines fully stocked at **all** times.
4. Assist in the set-up and takedown of **all** camp facilities.
5. **All** other duties as assigned.



## Medical Director

Reports To: Operations Director

**Objective:** Direct the overall ranch medical staff and provide for the health and safety needs of the ranch.

**Essential Functions:** Must be at least 21 years old. Must hold at least an EMT certification. Must be able to read and write written communications, see and act quickly in emergencies, speak clearly, be readily physically mobile in the event emergency first aid is required. Must not have any known communicable diseases or open sores or wounds.

**Specific Responsibilities:** The Medical Director alerts the Operations Director to any unsafe actions or conditions of the campers or camp. Specific responsibilities are:

1. Oversee the provided health care at camp, ensuring it meets the individual needs of camp staff and campers.
2. Be particularly alert to conditions, which affect health, safety, sanitation, and good housekeeping practices.
3. Work in conjunction with the camp physician, local emergency services and local hospital.
4. Ensure camp staff orientation session is presented on medical services. Train camp staff members about their role related to health care and first aid.
5. Organize and maintain a daily sick call and first aid treatment center at each camp.
6. Organize and oversee the medical check of each camper upon arrival at camp.
7. Oversee daily health logs of all occurrences involving the first aid center, ensuring accurate reporting and correct handling of each situation.
8. Oversee First Aid procedures and supplies. Prepare and distribute first aid kits and emergency procedures throughout camp and ensure supplies stay well stocked throughout the summer.
9. If time and knowledge permit, assist in instructing Scouts in related merit badges.
10. Submit a final report of medical supplies needed and recommendations for the next summer.
11. Notify the Operations Director when all major emergency calls occur. Also, notify the OD when anyone is being sent off-property for medical treatment.
12. All other duties as assigned.



## Medic

**Reports To:** Primary: Medical Director, Operations Director

**Objective:** Assist in addressing and maintaining the health and safety needs of the camp.

**Essential Functions:** Must be at least 18 years old. Must hold at least an EMT certification. Must be able to read and write written communications, see and act quickly in emergencies, speak clearly, be readily physically mobile in the event emergency first aid is required. Must not have any known communicable diseases or open sores or wounds.

**Specific Responsibilities:** The Medic alerts the Medical Director and Operations Director to any unsafe actions or conditions of the campers or camp-specific responsibilities are:

1. Be particularly alert to conditions, which affect health, safety, sanitation, and good housekeeping practices.
2. Under the direction of the Medical Director, assist in providing health care services to meet the needs of camp staff and campers.
3. Dispense daily medications and keep accurate records.
4. Maintain a first aid treatment center.
5. Conduct the medical check of each camper upon arrival at camp.
6. Maintain daily and accurate health log records of all occurrences involving the first aid center.
7. If needed, accompany campers off-site for clinic visits.
8. If time and knowledge permit, assist in instructing Scouts in related merit badges.
9. Submit a final report of medical supplies needed and recommendations for the next summer.
10. All other duties as assigned.



## Quartermaster

**Reports To:** Operations Director

**Objective:** Under the direction of the Operations Director, Ranch Superintendent and Ranger, assist in the maintenance and repair of all physical property and mechanical equipment and provide support of all program elements.

**Essential Functions:** Must be at least 18 years old. Must be able to lift up to 70 lbs., must be sighted and sufficiently mobile to walk over rough, wooded terrain, and must be of sufficient physical condition to perform difficult repetitive tasks under adverse weather conditions, i.e. pushing a lawn mower in hot weather. Must pass driving background check.

**Specific Responsibilities:** The Quartermaster works closely with the Operations Director, Ranch Superintendent and Ranger in meeting maintenance and program support needs of the camp. Specific Responsibilities are:

1. Be particularly alert to conditions that affect health, safety, sanitation, and good housekeeping practices.
2. Be knowledgeable in, and ready to implement all camp emergency procedures.
3. Maintain camp grounds through mowing, clearing slash, painting, etc.
4. Assist in the repair of buildings and facilities.
5. Perform janitorial and general maintenance duties like sweeping, scrubbing, wax floors, wash windows, dispose of trash and waste and manage recycling.
6. Work with other department heads to support program events and needs throughout the camp.
7. Establish and nurture good working relationships with all staff, campers, and leaders.
8. Assist in the set-up and take down of all camp facilities.
9. Assist in developing conservation project ideas to benefit the camp.
10. Deliver packages and supplies to areas.
11. Maintain paperwork as directed by the Operations Director.
12. All other duties as assigned.



## Camp Commissioner

Reports To: Operations Director

**Objective:** To assure that each unit has a well-rounded, attainable daily camp program.

**Essential Functions:** Must be at least 18 years old. Must be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read, and write the English language.

**Specific Responsibilities:** The Camp Commissioner must have knowledge of, and be able to teach Outdoor Skills to campers and be able to interact with unit leadership - specific responsibilities are:

1. Maintenance, inventory, and wise use of all campsite equipment.
2. Assist in planning and executing Scoutmaster Challenge program.
3. Assist in planning and implementing Troop and Patrol Good Turn Projects.
4. Greet units upon their arrival at camp, assist them in operating within the patrol system, provide immediate help in meeting specific and urgent problems, and ensure that they are aware of all available resources and programs.
5. Act as an ambassador to all units visiting Peaceful Valley.
6. Promote safe, clean camping using daily campsite inspections.
7. Promote outpost and low impact camping opportunities.
8. Promote Order of the Arrow and other special programs.
9. Represent the Commissioner's staff at all leader's and department head meetings.
10. Participate in all camp wide activities.
11. Submit a complete inventory of all campsite equipment, including condition and recommendations for next year's supplies.
12. Assist in the set-up and takedown of all campsite facilities.
13. All other duties as assigned.



## Dining Hall Stewart

Reports To: Operations Director

**Objective:** To work with kapers and the food service company to insure Dining Hall functions properly.

**Essential Functions:** Must be at least 18 years old. Must be present at all meals. Must arrive 45 minutes prior to meals to begin set up and stay until facility is clean. Must be able to speak, read, and write the English language. Must be able to lift up to 40 pounds. Must have no known communicable diseases or open wounds or sores.

**Specific Responsibilities:** The Dining Hall Stewart must work closely with kapers and food service staff to insure a quality dining experience - specific responsibilities are:

Manage the daily operations of the camp dining service including coordinating activities between the kitchen and dining room.

1. Supervise and train all kapers.
2. Oversee the maintenance and sanitation of the dining room equipment and furnishings. Make sure cleaning materials are on hand for all meals; ensure tables, benches, floors and lavatory facilities are clean.
3. Assign troop tables on Sunday in advance of evening meal.
4. Maintain a clean Dining Facility.
5. Monitor paper good needs for meals.
6. Monitor food on serving lines and inform food service staff when quantities are low.
7. Help monitor behavior of campers at meals.
8. Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
9. Other duties as assigned.



## Commissary Director

Reports To: Operations  
Director

**Objective:** Direct the foodservice functions of the Dietler Commissary. Ensure that meals are prepared and distributed in a timely manner, and that all dietary accommodations are met.

**Essential Functions:** Must be at least 18 years old. Must be able to speak, hear, write, and read communications clearly. Must be able to count and inventory for ordering. Must be able to lift up to 40 pounds. Must have no known communicable diseases or open wounds or sores.

**Specific Responsibilities:** The Commissary Director works closely with the food service provider staff to ensure a quality dining experience. Specific responsibilities are:

1. Supervise personnel assigned to the kitchen and quartermaster areas and their operations.
2. Responsible for the cleanliness of the kitchen area and for the observation of all established health and safety procedures.
3. Assist in the ordering of all food and non-food items related to the camp menu and properly issue these items through the camp commissary officer.
4. Prepare and distribute to patrols cooking ingredients for breakfast, lunch, and dinner, as indicated by the camp program schedule.
5. Provide leadership to the preparation and serving of the check-in evening meal and other camp wide meals.
6. Provide leadership to the preparation, serving and cleaning of family night meal.
7. Provide leadership to the preparation of sack lunches for troop out-of-camp trips.
8. Assist in the setup and takedown of kitchen facilities
9. Other duties as assigned.



## Office Manager

**Reports To:** Operations Director

**Objective:** Manage the camp office and its staff in an efficient manner.

**Essential Functions:** Must be at least 18 years old. Must be able to speak, read, and write the English language.

**Specific Responsibilities:** The Office Manager assists the Operations Director in efficiently running the camp front office. Specific Responsibilities are:

1. Control use of and maintain good housekeeping in the office facilities and administration building.
2. Open and close the camp office on schedule and serve all persons in a friendly and courteous manner.
3. Supervise operation of the camp phone system, email and office radio, especially in time of an emergency.
4. Compile the weekly troop checkout packets, including advancement records and merit badge reports.
5. Manage incoming and outgoing mail.
6. Serve as the gatekeeper of information, passing along pertinent information to various department heads.
7. All other duties as assigned.



## Aquatics Director

Reports To: Assistant Camping Director

**Objective:** To develop and execute a variety of aquatics programs to meet the needs of the campers, in coordination with the total camp program.

**Essential Functions:** Must be at least 21 years old and possess a current BSA National Camping School Card. Currently certified in CPR and physically able to act quickly in emergencies, effectively communicate, and clearly understand oral and written English. Possess superb leadership and managerial capabilities and have a high degree of personal integrity and dependability.

**Specific Responsibilities:** Develop a well-rounded aquatics program that will provide campers and leaders, an enjoyable and meaningful camp experience, to include the following:

1. Supervise, train, and motivate the waterfront staff in all aquatic activities.
2. Offer a quality aquatics program to include merit badges, Safe Swim Defense, Safety Afloat, mile swim, free boating and swimming, and Aquatics Supervision Certification.
3. The maintenance, inventory, security, safety, and use of all aquatic equipment.
4. Set-up, and takedown, of all waterfront facilities.
5. Classify all campers according to their swimming ability during check-in and as needed throughout the camp period.
6. Oversee submission of end of week advancement report on all aquatics activities due at end of week.
7. Submit staff evaluations for aquatics staff as requested, and a written evaluation of all waterfront staff at the close of camp.
8. Submit a complete inventory of all on-hand aquatics material and equipment, to include the serviceable condition of each and recommendations for replacements and those supplies needed for next year's summer camp operation.
9. All other duties as assigned.



## Shooting Sports Director

Reports To: Assistant Camping Director

**Objective:** To develop and carry out a meaningful Shooting Sports program for all campers, while maintaining high standards of safety.

**Essential Functions:** Must be at least 21 years old. Must be physically able to accurately shoot and teach using standard target equipment. Must be able to see and act quickly in emergencies. Must be able to communicate and understand spoken English communication clearly. Must hold a valid certification from BSA National Camping School.

**Specific Responsibilities:** The Shooting Sports Director must have knowledge of safe shooting practices on rifle, shotgun, BB's, slingshot, tomahawks, and archery ranges, and is able to instruct these to campers - specific responsibilities are:

1. Supervise, train, and motivate the shooting sports staff in all their activities.
2. Offer a quality shooting sports program to include merit badges, Action Archery, and Scoutmaster Shoots.
3. Direct the set-up and takedown of a quality shooting sports area.
4. Maintenance, inventory, security, safety, and wise use of all shooting sports equipment.
5. Maintain strict discipline at all times when campers, leaders, and other staff are in the area.
6. Participate in all camp wide activities.
7. Oversee submission of end of week advancement report on all aquatics activities due at end of week.
8. Conduct program staff evaluations for shooting sports staff as requested and submit a written report on the work of each of the staff at the close of the camp season.
9. Submit a complete inventory of all shooting sports equipment, including condition and recommendations for next year's supplies.
10. Assist in the set-up and takedown of all campsite facilities.
11. All other duties as assigned.



## Adult Leader Trainer

Reports To: Operations Director

**Objective:** To develop and carry out a meaningful training program for adult leaders that attend Camp Dobbins or Camp Dietler.

**Essential Functions:** Must be at least 18 years old. Must be able to plan and lead trainings and activities following BSA training standards. Must be able to communicate and understand spoken English communication clearly.

**Specific Responsibilities:** The Adult Leader Trainer has the responsibility to plan, develop and execute training and adult activities for adults attending camp. Specific duties include:

1. Review BSA trainings that are offered or required for adult leaders. Determine what trainings/certifications are possible to complete or start while at camp. Plan and develop these programs, and execute them by teaching them or coordinating other resources to teach these programs.
2. Coordinate with each Camp Commissioner on creating a adult leader schedule.
3. Plan to have trainings that vary in times to accommodate as many adults as possible. This includes full week, half week, day and hour courses.
4. Coordinate training from outside resources such as CPR certification.
5. Schedule and coordinate for Camp Staff to train in area-specific trainings.
6. Attend as many adult leader meetings and activities at both camps as possible.
7. Coordinate transportation for adult leaders to get to the opposite camp for training.
8. Survey adults about the programs/classes/trainings/events that occurred. Report survey results to the Operations Director and Assistant Camping Director.
9. Keep record of attendance at all trainings. Ensure adult leaders are issued completion cards. At the end of the summer present a report that outlines what adult leader completed which course with dates, council name, unit number etc. This report will be used to report trainings to Councils.
10. Assist Camp Commissioners in adult leader activities.
11. At check-in, promote the adult leader activities. Assist with unit check out at Camp Dobbins on Sundays.
12. Assist in the camp office as needed.
13. Assist in the set up and break down of camp.
14. All other duties as assigned.



## CIT Director

**Reports To:** Operations Director

**Objective:** To provide instruction to Counselors in Training in how to carry out a quality program, the basics of merit badge counseling and what it means to be summer camp staff member.

**Essential Functions:** Must be at least 18 years old. Must be to be sufficiently mobile as to be able to visit CITs in program areas daily. Must be able to speak, read, and write the English language.

**Specific Responsibilities:** Specific responsibilities include:

1. Assist in employing the CITs and carry out the CIT-training program as developed. Be familiar with members of the CIT group and their problems through helpful supervision and personal conferences.
2. Train and supervise CITs in the use of camp equipment including maintenance and program equipment as appropriate.
3. Train and supervise CITs in merit badge instruction including lesson planning, learning styles, and teaching to a group, classroom management strategies, and active learning practices.
4. Train and supervise CITs in program elements including campfire conduct, campsite/patrol hosting, etc.
5. With the help of program area directors, conduct a short review of CITs strengths and weaknesses.
6. At the end of each week, hold a face to face meeting with each CIT to discuss daily reviews from the week.
7. Help with camp activities and operation as requested by the Program Director.
8. Sets a positive example for the CITs.
9. Informs Operations Director of any discipline problems within the CITs.
10. Responsible for keeping the CIT area clean and safe.
11. Oversees the CIT training schedule at each camp. Works with CIT Coordinators to execute plans, trainings etc.
12. Submits a closing report at the end of the summer.
13. All other duties as assigned.



## Counselor in Training (CIT) 14 and 15 years old

Reports To: CIT Director and specific Area Director during program hour.

Objective: To assist the program area staff to which they are assigned in carrying out a quality program, learn the basics of merit badge counseling and what it means to be summer camp staff member.

Essential Functions: Must be sufficiently mobile to guide patrols through rough wooded terrain, must be able to understand and communicate the English language.

Specific Responsibilities: Specific responsibilities are:

1. Attend and participate in daily staff training and work sessions during “staff week” and weekly staff meetings during the camp season.
2. During Boy Scout camp, assist the program area staff to which they are assigned each week in carrying out a quality program, but not to the extent that they are merit badge counselors.
3. During Cub/Webelos Scout camp, carry out and support a quality program for your assigned group as a program specialist.
4. Abide by the camp staff responsibilities and policies listed in the Camp Staff Manual and live up to the Scout Oath and Law. “Set The Example”.
5. Participate in weekly CIT appraisals with the CIT Director.
6. Carry out other duties assigned by the Program or Operations Directors.

