

## Denver Area Council – Peaceful Valley Scout Ranch

<b>Job Title:</b>	Hollywood Director	<b>Property:</b>	Peaceful Valley Scout Ranch
<b>Camp/Department:</b>	Dobbins-Program	<b>Salary Level:</b>	Grade 3
<b>Location:</b>	22799 N. Elbert Rd Elbert, CO 80106	<b>Staff Supervisor?:</b>	Yes
<b>Reports to:</b>	Program Director or Assistant Program Director	<b>Certifications Req:</b>	No
<b>Will Certify Applicant?:</b>	Not Required	<b>Driving Required?</b>	No

### Job Summary

Develop and provide a meaningful and quality Hollywood program for all campers.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Train, supervise and evaluate direct report staff.
- Develop lesson plans that follow merit badges, awards, and trainings specific to the Hollywood area.
- Instruct campers in merit badges, awards and trainings in which proficient.
- Represent the area/department in staff and department head meetings.
- Maintain advancement reports and other paperwork and ensure completeness and submit on time.
- Oversee the proper use, safety, security, storage and maintenance of area facilities and equipment/supplies. Oversee area/department day-to-day operations.
- Set the example in behavior and conduct for staff and campers.
- 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

#### DIRECTLY SUPERVISES

- Hollywood Counselors

**ADDITIONAL NOTES**

- None