

Denver Area Council – Peaceful Valley Scout Ranch

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

Job Summary

Assist in the maintenance, cleaning and upkeep of the physical property, equipment and program materials. Support camp programs by stocking areas with supplies and moving camp assets.

Job Description

ROLE AND RESPONSIBILITIES

- Be particularly alert to conditions that affect health, safety, sanitation and housekeeping. Improve these conditions.
- Be knowledgeable in and ready to implement camp emergency procedures.
- Assist in the landscaping of the ranch to include mowing, clearing slash etc.
- Assist in the maintenance of building and facilities to include painting, minor maintenance and changing light bulbs.
- Perform custodial duties to include sweeping, scrubbing, mopping, washing windows/walls, disinfecting restrooms and other camp surfaces.
- Manage trash collection around camp daily.
- Perform material moving and stocking. Ensure facilities have adequate paper towels, toilet paper, soap, cleaning chemicals and supplies.
- Physically move camp assets as needed.
- Work with department heads to support program needs.
- Coordinate and supervise service projects.
- 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 Weather Hazards (Online Prior to Camp)
- BSA Drive Safely (Online Prior to Camp)
- FEMA ICS 100 Introduction to Incident Command (Online Prior to Camp)
- BSA Unlawful Harassment Prevention (Online Prior to Camp)
- Standard Precautions Training (Online Prior to Camp)
- More training may be required as determined by Camp Management

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 able to lift and carry 100lbs
- Must be able to team lift
- Must have the ability to drive pickup trucks, suburbans, vans and trailers
- 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

- None

ADDITIONAL NOTES

- None