

## 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- Administration	<b>Salary Level:</b>	To be determined
<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
<b>Job Summary</b>			
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.			
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Ensure a quality program consisting of various activities. Assist in delivering a fun and age appropriate program. Help develop opportunities for camp-wide competition on all levels.</li> <li>• Coordinate messages at flag ceremonies and meals.</li> <li>• Interact with campers and leaders. Identify areas for improvement in order to ensure and maintain a quality program.</li> <li>• Assist with coordinating camp wide activities with the help of Area Directors to include flag ceremonies and campfire programs.</li> <li>• Assist in supervising and training Area Directors. Notify the Camp Director of issues with program staff.</li> <li>• Assist with implementing the staff training program.</li> <li>• Evaluate staff in the middle of the season and at the end of the season.</li> <li>• Respond quickly, safely and effectively to camp emergencies. Communicate with the Camp Director, Ranger and Health Officer in such scenarios.</li> <li>• Ensure paperwork for units is completed correctly.</li> <li>• 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.</li> <li>• Assist with managing the maintenance, inventory and use of program supplies and equipment.</li> <li>• Lead and direct camp-wide activities while at camp as needed.</li> <li>• Be familiar with and enforce policies for health and safety in camp.</li> <li>• Establish a good working relationship with staff, campers and leaders.</li> <li>• Participate in camp-wide activities.</li> <li>• Assist in the set up and take down of all camp facilities.</li> <li>• Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.</li> <li>• Other duties as assigned.</li> </ul>			

### **CERTIFICATIONS & REQUIRED TRAINING**

- National Camp School – Program Director Section (Recommended)
- 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 Multi-Hazard Planning for Child Care (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 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 in varying weather conditions
- Must be 20 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**

- Select Area Directors and support staff

### **ADDITIONAL NOTES**

- Some unpaid volunteer planning work is required in the off-season (August-May)
- The duties of the Program Director will be split between the Program Director and Assistant Program Director as determined by the Camp Director.