

Denver Area Council – Tahosa High Adventure Base

Job Title:	Program Director	Property:	Peaceful Valley Scout Ranch
Camp/Department:	Magness- Administration	Salary Level:	To be determined
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	Yes
Reports to:	Camp Director	Certifications Req:	Yes
Will Certify Applicant?:	Yes	Driving Required?	Yes

Job Summary

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

Job Description

ROLE AND RESPONSIBILITIES

- Ensure a quality program consisting of various activities. Deliver a fun and age appropriate program. Develop opportunities for camp-wide competition on all levels.
- Develop a theme-oriented program. Ensure proper implementation of this theme within areas and program activities.
- Assist the Camp Director in creation of the Program Guide document.
- Coordinate messages at flag ceremonies and meals.
- Interact with campers and leaders. Identify areas for improvement in order to ensure a quality program.
- Coordinate camp wide activities with the help of Area Directors to include flag ceremonies and campfire programs.
- 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.
- Lead and direct camp-wide activities while at camp.
- 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

- National Camp School – Program Director Section (Provided)
- 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 21 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

- Shelter Directors, Area Directors

ADDITIONAL NOTES

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