

Denver Area Council – Peaceful Valley Scout Ranch

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

Job Summary

Manage the ranch office and its operations. Provide quality customer service to those that call, email or visit. Resolve needs and issues of campers and staff. Act as a administrative assistant for the Camping Director.

Job Description

ROLE AND RESPONSIBILITIES

- Train, supervise and evaluate direct report staff.
- Open and close the ranch office on time.
- Operate the office in a customer service focused, Scout like manner.
- Supervise the camp phone system, email and radio.
- Record radio transmissions in emergency situations.
- Manage incoming and outgoing US Mail.
- Manage incoming and outgoing Council Mail.
- Serve as a source of information.
- Word process documents as requested.
- Coordinate camp sign ups with outside vendors.
- Maintain a clean office building to include exterior and restrooms. Sweep, mop, vacuum, wipe windows, disinfect bathrooms, wipe counters and other surfaces and dust daily.
- Process payments for camp fees.
- Act as a administrative assistant for the Camping Director.
- 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 act quickly, remain calm during emergency situations
- Must be able to manage multiple avenues of communication to include telephone, radio, email and US mail
- 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
- Must have a valid driver's license and history insurable by the insurance company

DIRECTLY SUPERVISES

- Office Clerk

ADDITIONAL NOTES

- None