

## Denver Area Council – Peaceful Valley Scout Ranch

<b>Job Title:</b>	Maintenance Quartermaster	<b>Property:</b>	Peaceful Valley Scout Ranch
<b>Camp/Department:</b>	Operations	<b>Salary Level:</b>	Grade 4
<b>Location:</b>	22799 N. Elbert Rd Elbert, CO 80106	<b>Staff Supervisor?:</b>	No
<b>Reports to:</b>	Assigned Camp Director	<b>Certifications Req:</b>	No
<b>Will Certify Applicant?:</b>	Not Required	<b>Driving Required?</b>	Yes

### Job Summary

Assist in the maintenance 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 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**

- None

**ADDITIONAL NOTES**

- None