

## Denver Area Council – Peaceful Valley Scout Ranch

<b>Job Title:</b>	Operations Director	<b>Property:</b>	Peaceful Valley Scout Ranch
<b>Camp/Department:</b>	PV, Operations, Administration	<b>Salary Level:</b>	Grade 6
<b>Location:</b>	22799 N. Elbert Rd Elbert, CO 80106	<b>Staff Supervisor?:</b>	Yes
<b>Reports to:</b>	Ranch Director	<b>Certifications Req:</b>	Yes
<b>Will Certify Applicant?:</b>	Yes	<b>Driving Required?</b>	Yes

### Job Summary

Direct the overall logistics and operations of the ranch summer camp operation. Assist the Ranch Director in the operation of the program aspects of the summer camp program.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Assist in the recruitment and hiring of the camp staff.
- Assist in promoting camp in the off-season.
- Guide the business operations of the ranch. Assist the Business Manager and ensure completion of duties. Assist in the oversight of trading post operations.
- Assist in creating and leading the staff training.
- Train, supervise and evaluate all direct-report staff. Ensure department heads are completing mid and end of summer evaluations of staff.
- Work with the CIT Director to prepare and implement a Counselor in Training program.
- Make frequent inspections of the camp to ensure safety and security. Secure the property gates at night and open in the morning.
- Be familiar with, and ready to implement or direct camp emergency procedures.
- In the absence of the Ranch Director, act as the Ranch Director.
- Assist the Ranch Director in the coordination of needs from the food service provider.
- Have a thorough knowledge of health code, NCAP regulations, Council and National policies, and State of Colorado Child Care regulations. Help the Ranch Director in ensuring all policies and regulations are followed.
- Supervise the day-to-day operations of the ranch office, trading posts, dining hall and commissary.
- 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 Certification – Camp Director Section (Provided by the Council, prior to camp)
- 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 21 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 Manager, Business Manager, Trading Post Manager Aquatics Director, Shooting Sports Director

### **ADDITIONAL NOTES**

- Off-season unpaid work is required August to May for this position.