

Denver Area Council – Tahosa High Adventure Base

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| Job Title: | Camp Director | Property: | Tahosa High Adventure Base |
| Camp/Department: | Administration | Salary Level: | Grade 6 |
| Location: | 173 County Rd 96 Ward, CO 80481 | Staff Supervisor?: | Yes |
| Reports to: | Council Camping Director | Certifications Req: | Yes |
| Will Certify Applicant?: | Yes | Driving Required? | Yes |

Job Summary

Direct the overall camp operation and day-to-day operations giving guidance to the entire camp staff towards the successful completion of the camping season.

Job Description

ROLE AND RESPONSIBILITIES

- Help promote camping opportunities both during the summer and off-season.
- Interview, hire, train, supervise and evaluate camp staff through certain key staff members and department heads.
- Be familiar with the camp staff, and their personal and work problems through helpful supervision and personal conferences.
- Work with and advise the Program Director(s) in the implementation of programming that meets the needs and desires of the campers.
- Make frequent inspections of the camp giving due consideration to supplies, equipment, facilities, operating practices and health and safety.
- Ensure that BSA National Camp Standards are met and being followed in all areas.
- Obtain “Accredited” status for the camp with the Boy Scouts of America Camp Accreditation program.
- Ensure that Colorado Child Care Regulations are met and being followed in all areas.
- Ensure that all Boulder County and State of Colorado health requirements are met and being followed in all areas.
- Have a thorough knowledge of all policies, procedures and practices related to National Camp Standards, National and Council policies, Council operations, emergency procedures and health and safety. Ensure they are being followed at the camp.
- Implement and supervise day-to-day operations of the camp through key staff members and department heads.
- Act as a liaison between the camp and the Food Service company.
- Act as a liaison between the camp and the National Youth Leadership Training program. Ensure policies and procedures are being followed.
- Prepare an evaluation and summary of the current camping season including inventories, staff evaluations and recommendations for the following season. Collect “closing reports” from camp management staff and operations staff.
- Maintain a high moral of the staff, inspire trust, recognize achievement, and make note of poor performance. Maintain constant touch with camp operations through observation, staff meetings and leader meetings.
- Evaluate staff in the middle of the season and at the end of the summer.
- Respond to and direct all camp emergencies regarding communication, logistics, operations and other needs.
- 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 Camping School – Camp Administration – Camp Director, Prior to Start of Camp (Provided)
- 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 respond effectively to camp 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 9,000+ feet above sea level in varying weather conditions
- Must be 21 years of age or older
- Must meet requirements to be a Director of a Child Care Facility as outlined by the State of Colorado
- 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

- Program Director(s), Health Officer, Commissioner, Office/Trading Post Manager, CIT Director, NYLT Scoutmaster

ADDITIONAL NOTES

- Off-Season (August-May) unpaid volunteer work is required for this position.