

## Denver Area Council – Tahosa High Adventure Base

<b>Job Title:</b>	Trek Program Director	<b>Property:</b>	Tahosa High Adventure Base
<b>Camp/Department:</b>	Administration, Trek	<b>Salary Level:</b>	Grade 5
<b>Location:</b>	173 County Road 96 Ward, CO 80481	<b>Staff Supervisor?:</b>	Yes
<b>Reports to:</b>	Camp Director	<b>Certifications Req:</b>	Yes
<b>Will Certify Applicant?:</b>	Yes	<b>Driving Required?</b>	Yes

### Job Summary

To ensure campers receive a quality trek/backpacking experience within the Tahosa Trek, Alpine Adventures and Sawtooth Programs.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Ensure a quality trek program consisting of various high adventure activities such as rock climbing, mountain hiking, swimming, camping, cooking etc.
- Supervise and train Trek Guides. Ensure guides are prepared and have the proper supplies and equipment prior to departure from camp.
- Coordinate the transportation of trek groups to and from camp and the trailhead.
- Respond quickly, safely and effectively to emergencies on the trail. Communicate with the Camp Director and Health Officer in such scenarios.
- Ensure paperwork including time-control-plans are complete and submitted to the proper people or agencies to ensure lawful treks.
- Work with the Camp Director to ensure meals are adequately provided for during treks. Ensure proper water filtration and sanitation methods and supplies are provided. Assist in the shopping, ordering and purchasing of food for treks.
- Ensure treks meet policies, guidelines, practices and regulations as set by the Boy Scouts of America, State of Colorado, National Park Service and any other governing agencies over the areas treks will be in. Ensure copies of medical forms, trek plans and other paperwork are given to the Trek Guide(s) and the Health Officer.
- Oversee the maintenance, inventory and use of trek equipment.
- Participate in 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 Certification– Trek Leader Section (Provided)
- CPR, AED, First Aid (Provided if Needed)
- Wilderness First Aid (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 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 9,000+ 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**

- Trek Guides

### **ADDITIONAL NOTES**

- Some unpaid volunteer planning work is required in the off-season (August-May). This position must attend National Camp School prior to the season starting.