

Denver Area Council – Peaceful Valley Scout Ranch

Job Title:	Shelter Director	Property:	Peaceful Valley Scout Ranch
Camp/Department:	Magness- Program	Salary Level:	Grade 3
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	Yes
Reports to:	Program Director	Certifications Req:	Yes
Will Certify Applicant?:	Yes	Driving Required?	No

Job Summary

Direct and supervise the shelter operations to include dining, housing and restrooms for campers. Supervise and provide guidance to assigned staff members to ensure a successful operation.

Job Description

ROLE AND RESPONSIBILITIES

- Train and supervise camp staff in shelter protocol to include food service, cleaning, maintenance, and program.
- Create and oversee shelter cleaning schedule. Ensure cleanliness of shelter to include dining room, restrooms and showers, storage rooms, personal living quarters, exterior and tent area.
- Manage the food service at each meal. Ensure timely start, portion sizes are correct, and health codes are being followed.
- Be particularly alert to conditions that affect health, safety, security, and housekeeping.
- Perform custodial duties to include sweeping, mopping, wiping and washing, trash disposal, stocking supplies, sanitizing and disinfecting.
- Be knowledgeable in and ready to implement camp emergency procedures.
- Supervise, train and evaluate direct report staff. Ensure classes and programs are being presented accurately.
- Ensure program areas are well-stocked with supplies, including shelter and program areas.
- Assist in developing and implementing the program theme.
- Communicate often with the Camp and Program 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)
- Medication Administration (Provided by the Council)
- 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

- Den Guides and Program Counselors

ADDITIONAL NOTES

- None