

Job Title:	Camping Specialist	Property:	Hamilton Scout Headquarters
Camp/Department:	Administration	Salary Level:	Grade 6
Location:	10455 W. 6 th Ave Denver, CO 80215	Staff Supervisor?:	No
Reports to:	Camping Director	Certifications Req:	No
Will Certify Applicant?:	Not Required	Driving Required?	Yes

Job Summary

Support and help guide the summer camp operations, program and logistics at Peaceful Valley Scout Ranch and Tahosa High Adventure Base.

Job Description

ROLE AND RESPONSIBILITIES

- Help promote and market camping programs year-round via multiple sources such as social media, flyers, unit visits, roundtables etc. Help edit and manage the camping web pages.
- Manage the “11-Day Meeting” to collect paperwork from units prior to camp. Coordinate with Camp Management to ensure attendance from staff. Work with units to ensure paperwork is adequately turned in on time to the Council.
- Work with the Camping Registrar to prepare registration paperwork each week and bring to the camp.
- Manage the end-of-session surveys for campers. Ensure updated surveys are ready for campers and collect the data each week from the camp. Prepare this data into charts weekly and prepare for the Camping Director to give to the Council Leadership.
- Visit each property (PV and Tahosa) at least once a week. Check in with Camp Management to see if any support is needed in regard to supplies, direction/guidance, printing, transportation help and word processing/document creation. Collect post cards, leader letters and other items that need to go to the Council office and deliver to the appropriate places.
- Attend the Scoutmaster dinner/meeting at each camp. Help resolve presented issues and concerns as requested.
- As needed, assist with transportation needs of the camps. This could include trek crew transportation, airport runs and supply runs.
- As needed and requested, fill in for daily duties for the Ranch Director, Operations Director, or Camp Director at any camp in the absence or sickness of one of the listed positions.
- Help interview seasonal camp staff. Help advertise positions on platforms like Facebook and Handshake.
- Help onboard seasonal camp staff using the WorkBright system. This includes generating Letter of Agreements, ensuring paperwork completeness and ensuring staff complete all required training and paperwork.
- Help with the training programs for staff at each camp. Conduct specified trainings at both properties during staff training to ensure consistency across the board for DAC Camps.
- Help manage the social media for each camp. Promote all camping activities year-round.
- Help manage and update the camping website.
- Be on-call 24/7 to respond to emergencies at the camps as needed. Emergencies could include, but are not limited to lockdown, lockout, evacuation, shelter, missing person etc.
- Help each camp with preparation for and on the day of National Camp Standards, Health Department and State of Colorado Child Care visits and inspections.
- 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
- 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

- None

ADDITIONAL NOTES

- This position is based out of the Hamilton Scout Headquarters in Denver. This position is expected to make at least one visit to each camp weekly and run errands. A Council-owned vehicle will be provided to this position for daily use during the summer season. This vehicle will be based from the Council office. Some off season (August to May) unpaid volunteer work is required.