



Camp Staff & Parent Orientation

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Meet the Management

- **Cameron Ackley**, Council Camping Director
- **Will Corcoran**, PV Ranch Director
 - **Josh Harris**, Dobbins Camp Director
 - **Mike Swanson**, Magness Camp Director
 - **Miles Wood**, Dietler Camp Director
 - **Stephen Field**, Operations Director
- **Tonia Lyman**, Tahosa Camp Director
- **John Braselton**, Camping Specialist

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Chain of Command- General

- **Camping Director-**
 - Camping Specialist- John Braselton
 - PV Ranch Director- Will Corcoran
 - Camp Directors, Operations Director
 - **Program Directors**
 - » *Area Directors*
 - *Counselors*
 - Tahosa Camp Director- Tonia Lyman
 - Program Director, Trek Director
 - **Area Directors**
 - » *Counselors*

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The Camp Programs

- **Peaceful Valley Scout Ranch – Elbert, CO**
 - Camp Cris Dobbins
 - Camp Dietler
 - Webelos Extreme Scouting Trek
 - Magness Adventure Camp
- **Tahosa High Adventure Base – Ward, CO**
 - EaglePoint Base Camp
 - Alpine Adventures
 - Sawtooth

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Arrival to Camp

- **Peaceful Valley Scout Ranch**
 - **22799 N. Elbert Rd, Elbert, CO 80106 – Use Southwest gate for Magness, Southeast for Dobbins or Dietler.**
 - Report at 11:00am on your report date unless otherwise notified.
- **Tahosa High Adventure Base**
 - **173 County Road 96, Ward, CO 80481- Use main gate.**
 - Report at 11:00am on your report date unless otherwise notified.

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Training Prior to Camp

- **Shooting Sports (All, PV & TH); Aquatics (All, PV & TH); Climbing (All, PV & TH)**
 - May 30th 11:00am at PV Base
 - PV: Plan to Stay into Staff Week
 - TH: Go home, and report to TH on June 9
- **COPE**
 - TBD- Your Camp Director Will Notify You
- **Wilderness First Aid (TH Trek Guides)**
 - June 6th 11:00am at TH Welcome Center

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Nights Off and 24's

- **Staff get one “Night Off” per week.**
 - 5:00pm to Midnight. **MUST** return by **Midnight.**
 - **Staff must abide by Transportation Agreement.**
- **24's**
 - 11am Saturday to 11am Sunday at all camps.
 - Release and report times may change based upon camp needs.
 - Must leave camp and sign out at camp HQ.
 - **Under 18 staff MUST leave camp for 24's unless prior arrangements are made with management.**

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What to Bring

- **Camp Uniform (more details coming)**
- **Non-Scouting branded clothing for nights off**
- **Toiletries, including deodorant!**
- **Pillow, sleeping bag or blankets**
- **Enough socks and underwear for a week**
- **Personal comfort items (music device, books, etc)**
- **Footlocker (\$25 plastic one at Walmart) for belongings**
- **Battery-powered alarm clock**

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What NOT to Bring

- **Electronic devices like laptops, gaming systems, tv's**
- **Fireworks**
- **Illegal substances like alcohol, tobacco, vape pens, marijuana and other drugs**
- **Expensive or irreplaceable personal items**
- **Skateboards, motorized bikes/scooters etc**
- **Inappropriate games or video games/devices**
- **Firearms of ANY type, ammunition, archery equipment**

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Medications and Medical Form

- **All medications including over-the-counter meds and herbal supplements must be turned into and dispensed by camp Health Staff if under 18.**
 - Staff can only carry emergency meds (inhaler, EpiPen etc) after filling out CO Addendum 2 if under 18.
- **Medical Marijuana is not allowed.**
- **Dietary Restrictions submitted before camp.**
- **Must bring BSA Medical Form Parts A, B and C AND the Colorado Addendums (1, 2 & 3 (#3 is new) if under 18) to camp.**
 - Part C requires a physical examination.

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Special Diet Request Form

- Online (www.DenverBoyScouts.org/CampStaff)
- Submit to Kandle Dining Services ASAP!

Denver Area Council

Boy Scouts of America

Denver Area Council – SPECIAL DIET REQUEST FORM
 Peaceful Valley Scout Ranch Tahosa High Adventure Base

PLEASE PRINT ALL INFORMATION CLEARLY

Camp Attending (circle one)

Peaceful Valley Scout Ranch	Cris Dobbins	Camp Dietler	Magness Adventure Camp	W.E.S. T	Other Camp: _____
Tahosa High Adventure Base	EaglePoint	Alpine Adventure	Tahosa Trek	Angel Fire	Other Camp: _____

Name: _____ Scout or Adult (circle)

Unit # _____ Date Attending _____

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Uniforms

- **Provided Items**

- Colorado Adventure Staff Navy Polo with logo
 - One shirt will be provided (must 'order' online at DenverBoyScouts.org/campstaff)
- Name tag

- **Not provided items**

- Brown Canvas / Rip Stop Nylon Work Wear (Pants or Shorts) Such as Arborwear
 - Pants / Shorts can be bought at a local retailer, such as Big R, Jax or Murdochs
 - For your convenience, we can provide you Arborwear pants / shorts at wholesale pricing. These items will include the appropriate 'camp branding' at no charge; available only online at DenverBoyScouts.org/campstaff
- Belt (Brown, Black, Scouting)
- Comfortable Shoes
- **Online Store and other guidelines on www.DenverBoyScouts.org/CampStaff**

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Important Policies

- **Be a part of the team.**
 - Poor behavior or conduct results in disciplinary action.
- **Staff under 18 must abide by the Transportation Agreement that is signed by parents/guardians.**
- **All staff must follow Youth Protection policies.**
- **Do not bring or acquire pets over the summer.**
- **There are no overnight accommodations for visitors.**

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Zero Tolerance Policies

- **Harassment**
- **Sexual Harassment**
- **Youth Protection Violations**
- **Alcohol Use**
- **Tobacco Use (including vaporizers)**
- **Drug Use**

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Termination of Employment

- **Unauthorized or personal use of Council-owned vehicles.**
- **Violating the Denver Area Council Seatbelt policy.**
- **Carelessness or deliberate failure to observe safety measures and protocols.**
- **Failure to follow the Denver Area Council Rules of the Road policy.**
- **Theft of camp, council or personal property. This includes food.**
- **Violation of local, state or federal laws including traffic violations.**
- **Excessive tardiness or absence from work.**
- **Gross misconduct or insubordination.**
- **Fighting, to include with Scouts, adults, or other Camp Staff.**

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Termination of Employment

- **Failure to wear the proper uniform or maintain acceptable appearance.**
- **Willful damage to council property including graffiti.**
- **Soliciting funds, sale of property, or the use of Denver Area Council facilities or property for personal gain.**
- **Unauthorized use of camp phone, radio, network or internet systems and services. This includes but is not limited to illegal downloading of copyrighted materials, streaming of any type, or viewing illicit or inappropriate materials.**

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Termination of Employment

- **Use or possession of fireworks.**
- **Tampering with fire safety equipment to include but not limited to smoke detectors, carbon monoxide detectors, fire alarms, fire extinguishers, fire hoses, fire hydrants, or search and rescue equipment.**
- **Tampering with safety and security equipment to include but not limited to locks, padlocks, doors, gates, siren systems, radio equipment, and surveillance cameras.**
- **Harassment of any type towards another person.**

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Termination of Employment

- **Inappropriate conduct or language, profanity, verbal and or physical confrontation with campers or staff.**
- **Abuse of a child or anyone else including Camp Staff.**
- **Being in the living quarters of the opposite sex, except married couples.**
- **Participation in sexual activity of any kind on council owned property, or on council business.**
- **Unauthorized possession or use of firearms or archery equipment.**

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Termination of Employment

- **Failure to abide by all policies and guidelines set by the Denver Area Council and the Boy Scouts of America.**
- **Failure to submit a current medical examination (at your own expense) by a licensed physician using the Boy Scouts of America medical form.**
- **Violation of Denver Area Council drug, alcohol and tobacco policies.**

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What the DAC Provides for You

- **Housing**
 - Tent or building. Subject to inspections at management's discretion.
- **Food**
 - 3 meals a day except for 24 hour breaks.
- **Laundry Facilities (bring your own detergent)**
- **Paychecks (Direct Deposit or MoneyNetwork Card)**
- **Training and Guidance**
- **Trading Post/Vending Machines (discount in store)**
- **Limited Medical Care**

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Worker's Compensation

- You must report all injuries or illness within four working days.
- You must see a designated provider.
- In the event of an emergency, go to the nearest hospital, but follow up care must be through a DP.
- Only the Health Officer can approve time off for injuries or illness.
- **ALWAYS GO TO YOUR CAMP HEALTH LODGE FOR INJURIES OR ILLNESS!**
- Questions? Contact Valerie at 303-455-5522.

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Camp Contact Information

- **For Business/Emergency Use Only**
- **Messages Delivered at Next Meal Time**
- **Peaceful Valley Scout Ranch**
 - 303.648.3023
 - PeacefulValley@Scouting.org (not for emergencies)
- **Tahosa High Adventure Base**
 - 303.440.4040
 - CampTahosa@Scouting.org (not for emergencies)
- **Staff will have limited internet access**
- **No cell service at Tahosa, limited at Peaceful Valley**

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WorkBright Onboarding

- **Online Onboarding system**
- **Emails from WorkBright – check spam/junk folders.**
 - Emails are sent to the email used to apply to be staff.
- **Parents/Guardians MUST also sign all forms if under 18 years old.**
- **Online training before camp is required. Program Safety, Youth Protection, Harassment Prevention and FEMA Multi-Hazard Planning for Childcare.**
- **Forms due 10 or 30 days after “hire”.**

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WorkBright Email

Important: Action Required

Denver Area Council, Boy Scouts of America

Hi Example,

The Denver Area Council, BSA, is pleased to be able to offer you a position on our camp staff for this upcoming summer. To view your Agreement Letter (which will have your position, salary, start/end date, etc.), as well as complete the necessary paperwork required for your job, please sign into WorkBright, our employment system. An account has been automatically set up, and you can use WorkBright from your computer or mobile device.

[Click here to sign in](#)

CLICK THIS BUTTON

You will be asked to change your password the first time you login. You can log into your account any time at <http://bsadenver.workbright.com/>

If you have trouble signing in, use our [Forgot Password](#) tool to reset your password.

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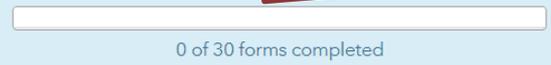
WorkBright Forms List

Welcome, Example

Please fill out the required forms below:



Required Forms			
Form	Due Date	Status	Action
Agreement Letter for 15yo CIT	04/27/2018 (in 15 days)	Not yet received	Start →
Alcohol and Drug Use Policy	05/12/2018 (in 30 days)	Not yet received	Start →
CIT Injury & Illness Statement	05/12/2018 (in 30 days)	Not yet received	Start →
Camp Staff Handbook Acknowledgement	05/12/2018 (in 30 days)	Not yet received	Start →
Child Abuse Reporting Form	05/12/2018 (in 30 days)	Not yet received	Start →
Colorado Background Check Consent (PV)	05/12/2018 (in 30 days)	Not yet received	Start →



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WorkBright Form Signing

Agreement Letter for 15yo CIT

Instructions

Please review the letter of agreement with your parent/guardian. Both the CIT and parent/guardian need to sign in the box to accept the Letter of Agreement. Any questions can be directed to the Assistant Camping Director by email at acamping@denverbsa.org.

Instructions for this Form

Download PDF



Read the Form

Electronic Signature

* Print your name

* Draw your signature

(Use your finger on mobile devices) to draw your signature.

Submit

Sign Over Here

Click Submit

Staff under 18 must ALSO have a Parent/Guardian signature in the box.



WorkBright Optional Forms

- **Sign and/or Upload OPTIONAL forms only if you have them or they will apply to you.**

Optional Forms

If these documents apply to you, please upload them by the specified deadline.

Form	Due Date	Status	Action
American Red Cross Lifeguard Certification	--	Not yet received	Start →
BSA COPE Instructor Level 1	--	Not yet received	Start →
BSA COPE Instructor Level 2	--	Not yet received	Start →
BSA Climbing Instructor Level 1	--	Not yet received	Start →
BSA Climbing Instructor Level 2	--	Not yet received	Start →

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Important

**EVERY SINGLE REQUIRED
“FORM” ON WORKBRIGHT
MUST BE COMPLETED
BEFORE YOU ARRIVE ON
YOUR START DATE!**

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Important Continued

**EVERY SINGLE REQUIRED
“FORM” ON WORKBRIGHT
MUST BE COMPLETED
BEFORE YOU STEP FOOT
ON CAMP!**

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Important Finally...

**EVERY SINGLE REQUIRED “FORM”
ON WORKBRIGHT MUST BE
COMPLETED BEFORE YOU ARRIVE
ON YOUR START DATE!**

**You will be sent home if you have
uncompleted forms or training.**

Zero Tolerance for Missing Paperwork

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www.DenverBoyScouts.org/CampStaff

- **Uniform Store**
- **DAC Camp Staff Handbook – PLEASE REVIEW THIS**
- **Contact Information**
- **Job Descriptions**
- **This Powerpoint**
- **Packing List**

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Questions?

Thank you for joining us this evening.

www.DenverBoyScouts.org/CampStaff

**Next, Camp Breakout Sessions
(See next slide for locations)**

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Camp Breakout Sessions

- **PV Operations**
 - Go to: Camping Conference Room
- **Dobbins**
 - Go to: Stay Here
- **Dietler**
 - Go to: Council Break Room/Kitchen
- **Magness**
 - Go to: Council Lobby
- **Tahosa**
 - Go to: Tahosa Room Upstairs

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