

<b>Job Title:</b>	Assistant Program Director	<b>Property:</b>	McNeil Scout Ranch at Peaceful Valley
<b>Camp/Department:</b>	Administration/Program	<b>Salary Level:</b>	Based upon current salary chart
<b>Location:</b>	22799 N. Elbert Rd Elbert, CO 80106	<b>Staff Supervisor?:</b>	Yes
<b>Reports to:</b>	Program Director	<b>Certifications Req:</b>	Yes
<b>Will Certify Applicant?:</b>	Yes	<b>Driving Required?</b>	Yes

### Job Summary

Helps ensure campers receive a quality camp experience. Give leadership to Area Directors in teaching and fulfillment of program requirements. Assist the Program Director with daily management of staff, camp program operations and other duties. Take leadership on select duties as needed. Assist with the evaluation and management of Camp Staff.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Help ensure a quality program consisting of various activities. Assist in delivering a fun and age appropriate program. Help develop opportunities for camp-wide competition on all levels.
- Help coordinate messages at flag ceremonies, meals and other camp-wide events.
- Interact with campers and leaders. Identify areas for improvement in order to ensure and maintain a quality program. Resolve issues as needed.
- Assist with coordinating camp wide activities with the help of Area Directors to include flag ceremonies and campfire programs.
- Assist in supervising and training assigned Area Directors and Counselors. Notify the Program and Camp Director of issues with program staff.
- Assist with implementing the staff training program.
- Assist in evaluating staff in the middle of the season and at the end of the season.
- Respond quickly, safely and effectively to camp emergencies. Communicate with the Camp Director, Ranch Director, Ranger Staff and other top leadership in such scenarios.
- Ensure paperwork from areas in which you are assigned is completed correctly and on-time.
- Ensure program areas meet policies, guidelines, practices and regulations as set by the Boy Scouts of America and Boy Scouts of America National Camp Standards and the Guide to Safe Scouting.
- Assist with managing the maintenance, inventory and use of program supplies and equipment.
- Lead and direct camp-wide activities while at camp as needed.
- Be familiar with and enforce policies for health and safety in camp.
- Establish a good working relationship with staff, campers and leaders.
- Communicate with customers through email and phone communications. May include pre-season communications.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities. Help with cleaning of buildings, areas and supplies to include restrooms and showers.
- 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 – Program Director Section (Recommended)
- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- More training may be required as determined by Council Management

### **REQUIRED FOR THE JOB**

- Must have one (1) year or season experience in supervising employees.
- Must have one (1) year or season experience at a Scouts BSA Resident Camp.
- 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 7,000+ feet above sea level in varying weather conditions
- Must be 20 years of age or older
- Valid Driver's License and History Insurable by Insurance Company
- Must have reliable transportation to and from the work site on assigned days and times in an area without public transportation or ride-share service.
- 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 at least two seasons experience working at a BSA summer camp, with at least one season in a leadership role such as an Area Director.

### **DIRECTLY SUPERVISES**

- Select Area Directors, Counselors and support staff

### **ADDITIONAL NOTES**

- Some planning work is required in the off-season (Time of Hire to May)