



Greater Colorado Council – McNeil Scout Ranch

Job Title:	Camp Program Aide	Property:	Hamilton Scout Headquarters / Remote
Camp/Department:	Operations	Salary Level:	\$14.50/hour
Location:	10455 W. 6 th Ave Denver, CO 80215	Staff Supervisor?:	No
Reports to:	Ranch Director	Certifications Req:	No
Will Certify Applicant?:	Not Required	Driving Required?	No

Job Summary

Assist in the preparation for the summer camping season with various tasks assigned by the Ranch Director.

Job Description

ROLE AND RESPONSIBILITIES

- Prepare documents, presentations, spreadsheets, and other items.
- Participate in meetings that plan or prepare for the summer season.
- Communicate with internal and external stakeholders about the summer season.
- Respond to emails from internal and external stakeholders in a timely manner.
- May assist in interviewing seasonal camp staff members as needed.
- May work with vendors and outside agencies in preparation for the summer season.
- May make presentations representing the Council and promoting summer camping and opportunities to various groups.
- May assist in onboarding seasonal staff members.
- Other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- As determined by the Council Management

REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- 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
- 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.

DIRECTLY SUPERVISES

- None

ADDITIONAL NOTES

- This position is filled as needed and determined by the Ranch Director for assisting in the preparation for the summer season.
- All offer letters expire June 1st of each year if not indicated by a different date.
- Employment as a Camp Program Aide does not guarantee any position or future employment including seasonal camp staff employment.