



<b>Job Title:</b>	Camp Program Aide	<b>Property:</b>	Hamilton Scout Headquarters / Remote
<b>Camp/Department:</b>	Operations	<b>Salary Level:</b>	\$15.00 /hour
<b>Location:</b>	10455 W. 6 <sup>th</sup> Ave Denver, CO 80215	<b>Staff Supervisor?:</b>	No
<b>Reports to:</b>	Ranch Director	<b>Certifications Req:</b>	No
<b>Will Certify Applicant?:</b>	Not Required	<b>Driving Required?</b>	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 1<sup>st</sup> 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.