Greater Colorado Council – McNeil Scout Ranch

Job Title:	Transportation Specialist	**Property:**	McNeil Scout Ranch at Peaceful Valley
Camp/Department:	Operations Director	**Salary Level:**	Based upon current salary chart
Location:	22799 N. Elbert Rd Elbert, CO 80106	**Staff Supervisor?:**	Yes
Reports to:	Camp Director or designee	**Certifications Req:**	No
Will Certify Applicant?:	Not Required	**Driving Required?**	Yes

Job Summary

The Transportation Specialist plays a vital role in keeping camp running smoothly by safely moving people and equipment where they need to be. This position is perfect for someone who enjoys being on the move, solving problems, and supporting campers and staff behind the scenes.

Job Description

ROLE AND RESPONSIBILITIES

- Safely operate camp vehicles (trucks, vans, buses, or other approved vehicles) at all times.
- Provide scheduled and on-call transportation around the camp for horse coral participants and staff, campers and staff as assigned, injured or ill campers and staff as needed and assigned.
- Transport equipment, supplies, food, and materials across camp as needed.
- May complete off-camp runs for supplies, errands or people transport as assigned by leadership.
- Maintain cleanliness and basic upkeep of assigned camp vehicles.
- Complete daily vehicle inspections on assigned vehicles.
- Help coordinate transportation schedules and respond to radio or dispatch requests efficiently.
- Follow all camp, local, and Scouting America vehicle safety policies and procedures.
- Support program areas with logistics and transportation-related needs.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities. Assist with the cleaning of all camp areas including 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.
- Perform other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- CPR & First Aid (Provided if Needed)
- Safeguarding Youth (Online Prior to Camp)
- Drive Safely (Online Prior to Camp)
- More training may be required as determined by Council Management

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 in varying weather conditions
- 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 Scouting America
- Must have a valid driver's license and record insurable by the Council's 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.

DIRECTLY SUPERVISES

- None

ADDITIONAL NOTES

- None