

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

Job Summary

The Camp Commissioner is responsible for assisting in the management of camp in regard to program, facilities and operations. The Commissioner meets frequently with adult leadership, parents, and youth leadership to ensure a quality camp program. The Commissioner resolves low-level issues and complaints and works with camp administration and Area Directors to resolve other issues. The Commissioner ultimately helps all campers obtain the maximum benefit from their summer camp experience.

Job Description

ROLE AND RESPONSIBILITIES

- Meet with adult leaders and parents daily to obtain feedback of the camp session and to provide updates and announcements. Work to resolve low-level issues and document other issues to bring to the attention of the Program Director, Camp Director or Ranch Director.
- Plan and provide adult leader activities such as scoutmaster challenges, trainings and games in addition to the daily meetings and conferences.
- With the Camp Director plan and execute the Scoutmaster Dinner or meeting that includes Council leadership.
- Greet units upon arrival. Help accommodate late arrivals and assist with the check-in process as directed by the Camp Director.
- Ensure unit issues are solved and needs are met with all aspects within camp.
- Ensure units are aware of all programming and activities at camp.
- Be able to clearly explain all the camp policies to campers and adults and enforce when appropriate.
- Respond appropriately to camp emergencies. Act as a leader during emergencies.
- Manage the “Campsite Host” program to include training, evaluation and problem solving.
- Promote a safe and clean camp through campsite inspections. Ensure units have access to approved and camp-provided cleaning chemicals and tools. Assist in the daily cleaning of common areas including “adult-only” areas such as showers.
- Communicate with customers through email and phone communications. May include pre-season communications.
- Assist with camp-wide staff training.
- 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.
- Other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- 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 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 able to respond to and help direct during camp emergencies in varying weather conditions
- 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.
- Must have a minimum of two seasons working at a BSA summer camp.

DIRECTLY SUPERVISES

- Campsite Hosts

ADDITIONAL NOTES

- This position must meet the current NCAP Standards for this position.