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| Job Title: | Adult Support Staff (Quartermaster) | Property: | McNeil Scout Ranch at Peaceful Valley |
| Camp/Department: | NYLT | Salary Level: | VOLUNTEER |
| Location: | 22799 N. Elbert Road Elbert, CO 80106 | Staff Supervisor?: | Yes |
| Reports to: | Course Director | Certifications Req: | No |
| Will Certify Applicant?: | Not Required | Driving Required? | No |

Job Summary

Assist with the day-to-day activities of the assigned NYLT Session. Make sure to pack up food according to the food schedule. Works with the Youth QMs to mentor them in their roles as QM. Helps to maintain and inventory the equipment for NYLT. Works with the CD to make sure that all food and equipment are ready for each day.

Job Description
ROLE AND RESPONSIBILITIES

- Maintains an inventory of supplies and where they are being distributed.
- Maintain the cleanliness and organization of the quartermaster area and the kitchen.
- Check refrigerator and freezer temperatures and record two-three times daily.
- If temperatures are not in the correct zones for maintaining food safety, let Course Director/Council Coordinator/or Camp Director know.
- Participate in staff training sessions.
- Assist with the inventory and distribution of supplies, materials and food.
- Assist with ensuring all paperwork is completed for participants and staff.
- Ensures all Youth Protection and adult supervision requirements are met.
- Manage trash at NYLT daily. Taking a trash run to the main trash dump on MSR, and properly disposing of trash.
- Help recruit youth participants.
- Model the core learning and leadership messages of the NYLT Syllabus.
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- Be familiar with and direct the camp emergency procedures as directed by the MSR Ranch Director as needed.
- Coordinate and inform the MSR Ranch Director of all issues while on site. Assist with investigations and response. Report issues with participants and staff immediately.
- Assist in cleaning camp areas and buildings. This includes removing trash, cleaning restrooms and showers, and making sure the QM areas (including storage at shelters, and kitchen at HQ) are ready for the next program.
- Other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- CPR, AED, First Aid (Prior to Start of Camp, NOT provided by the Council)
- Youth Protection (Online Prior to Camp)
- Other training as required by Council and NYLT Management

Required for the Job

- Must be at least 18 years of age
- Must be a current member of the Boy Scouts of America
- 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 pass a background check from the TRAILS database, CBI, and FBI
- Must complete all required State, Council, and National Trainings, and paperwork on time.
- Encouraged to have completed Wood Badge as a Participant

Directly Supervises

- NYLT Youth Staff

Additional Notes

- None