

Denver Area Council – National Youth Leadership Training

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

Job Summary

Facilitate supply and food distribution to NYLT troops, patrols and staff. Maintain an accurate inventory of all NYLT supplies. Make repairs to supplies if possible.

Job Description

ROLE AND RESPONSIBILITIES

- Maintain an inventory of supplies and where they are being distributed to.
- Sort food and supplies to be distributed to patrols.
- Maintain the cleanliness and organization of the quartermaster area.
- Work with the contracted food service on the food needs of the NYLT program while maintaining a low-need to ensure a low cost and avoiding food waste.
- Check refrigerator and freezer temperatures and record three times daily.
- Perform minor maintenance on NYLT supplies.
- Coordinate service projects with the Ranger or Ranch Superintendent.
- Conduct trash pickup and dispose of at the camp dumpsters daily.
- Conduct food transport.
- Alert the Ranger or Ranch Superintendent to maintenance needs and safety issues.
- Model the core learning and leadership messages of the NYLT syllabus.
- Report all issues with participants or staff to the NYLT Scoutmaster or TH Camp Director as necessary.
- Other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- CPR, AED, First Aid (Prior to Camp Starting, NOT provided by the Council)
- Youth Protection (Online Prior to Camp)
- Other training as required by Council or NYLT 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 pass a background check from the TRAILS database, CBI and the FBI
- Must have an acceptable driving record to be added to the Council's driving insurance to operate camp vehicles.
- Must be a member of the Boy Scouts of America
- Must be 21 years of age or older

DIRECTLY SUPERVISES

- Youth Quartermaster(s)

ADDITIONAL NOTES

- NONE