

## Denver Area Council – National Youth Leadership Training

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|--|--|----------------------------|---------------------------------------|
| <b>Job Title:</b>  | Youth Quartermaster                      | <b>Property:</b>           | McNeil Scout Ranch at Peaceful Valley |
| <b>Camp/Department:</b>  | NYLT                                     | <b>Salary Level:</b>       | VOLUNTEER                             |
| <b>Location:</b>   | 22799 N. Elbert Road<br>Elbert, CO 80106 | <b>Staff Supervisor?:</b>  | No                                    |
| <b>Reports to:</b>   | Asst. Senior Patrol Leader               | <b>Certifications Req:</b> | No                                    |
| <b>Will Certify Applicant?:</b>  | Not Required                             | <b>Driving Required?</b>   | No                                    |
| <b>Job Summary</b>   |  |                            |                                       |
| Facilitate supply and food distribution to NYLT troops, patrols and staff.   |  |                            |                                       |
| <b>Job Description</b>   |  |                            |                                       |
| <p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Maintain an inventory of supplies and where they are being distributed to.</li> <li>• Sort food and supplies to be distributed to patrols.</li> <li>• Maintain the cleanliness and organization of the quartermaster area.</li> <li>• Work with the Adult Quartermaster in the coordination of food needs from the contracted food service company.</li> <li>• Check refrigerator and freezer temperatures and record three times daily.</li> <li>• Perform minor maintenance on NYLT supplies.</li> <li>• Assist with the leadership in service projects.</li> <li>• Model the core learning and leadership messages of the NYLT syllabus.</li> <li>• Report all issues with participants or staff to the NYLT Scoutmaster or MSR Ranch Director as necessary.</li> <li>• Other duties as assigned.</li> </ul> <p><b>CERTIFICATIONS &amp; REQUIRED TRAINING</b></p> <ul style="list-style-type: none"> <li>• Youth Protection (Online Prior to Camp)</li> <li>• Other training as required by Council or NYLT Management</li> </ul> <p><b>REQUIRED FOR THE JOB</b></p> <ul style="list-style-type: none"> <li>• Must be able to read, speak and write the English language</li> <li>• Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions</li> <li>• Must be able to pass a background check from the TRAILS database, CBI and the FBI</li> <li>• Must be a member of the Boy Scouts of America</li> <li>• Must be 14 years of age or older</li> </ul> <p><b>DIRECTLY SUPERVISES</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>ADDITIONAL NOTES</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> |  |                            |                                       |