



Greater Colorado Council National Youth Leadership Training



Job Title:	Head Quartermaster (Equipment)	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. Makes sure equipment is ready for course. Works with the Youth Course Lead Logistics and the Youth QMs to mentor them in their roles. Helps to maintain and inventory the equipment for NYLT. Works with the Course Director to make sure that all equipment is ready for each course. Communicates with the Council Coordinator if equipment needs to be replaced or repaired.

Job Description

ROLE AND RESPONSIBILITIES

- Maintains an inventory of supplies and where they are being distributed.
- Maintain the cleanliness and organization of the quartermaster areas.
- 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.
- Be familiar with and direct the camp emergency procedures as directed by the MSR Ranch Director as needed.
- Coordinate and inform the NYLT Council Coordinator and 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, not required but recommended)
- Youth Protection (Online Prior to Camp)
- Other training as required by Council and NYLT Management

Required for the Job

- Must be at least 21 years of age
- Must be a current member of Scouting America



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- 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