



Greater Colorado Council National Youth Leadership Training



Job Title:	Course Director	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:	NYLT Council Coordinator MSR Ranch Director (On Site)	Certifications Req:	No
Will Certify Applicant?:	Not Required	Driving Required?	No

Job Summary

The Course Director (CD) is responsible for the overall NYLT Course. The CD is the “Committee Chair” of NYLT that helps to coordinate the running of a smooth NYLT program for the week of Course. The Course Director is responsible for selecting the following team members: Scoutmaster (1 for each Troop including the linked troop), Health Aid, Food Quartermaster (Grubmaster), Head Quartermaster (Facilities and Equipment), Health Aid, Youth Course Lead(s), and the supporting Quartermaster Team.

Job Description

ROLE AND RESPONSIBILITIES

- Serve as mentor and coach to the Scoutmasters and Youth Course Lead.
- Coordinate plans with All Senior Patrol Leaders and Scout Masters on the Course.
- Ensure that all mandatory trainings are completed by all staff (Fundamentals of Training, Emergency Procedures at Camp, Understanding and Preventing Youth on Youth Abuse Training, and all WorkBright paperwork and trainings).
- Recruit quality adult and youth staff members.
- Recruit and Ensure a qualified Camp Health Aide is in place for the duration of Course.
- Ensures all Youth Protection and adult supervision requirements are met.
- Ensure all staff complete the required paperwork before the due date.
- Assist with the delivery of the staff training before the course.
- Ensure that the Staff Development Process is progressing through the stages of Team Development appropriately so that the Staff is ready to present a quality NYLT Course.
- Ensure that the Syllabus is being followed, mentor the Scoutmasters and SPLs to make sure that they understand that we are teaching ALL leadership skills through the EDGE method.
- Model the core learning and leadership messages of the NYLT Syllabus.
- Conduct staff training that meets BSA NYLT, BSA Camp Standards, and State of Colorado requirements prior to the NYLT session.
- Help the staff develop a vision for the courses, and the goals and plans to fulfill the vision.
- Be well-versed on all core content sessions and activities in order to act as a resource
- Conduct the course as outlined in the BSA NYLT syllabus and manual.
- Work closely with the Registrar to track participant counts, paperwork completion, and staff tracking.
- Work with the Quartermaster Team to make sure that the week will be successful from the food/supply perspective.
- Model 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.
- Inform the MSR Health Officer and NYLT Council Coordinator when any campers or staff members are sent off camp for any medical reason.
- Inform the MSR Ranch Director and NYLT Council Coordinator when any campers or staff members are sent off camp for any reason.
- Coordinate and inform the MSR Ranch Director and NYLT Council Coordinator of all issues while on site. Assist with investigations and response as needed. Report issues with participants and staff immediately.



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- Assist in cleaning camp areas and buildings. This includes removing trash, cleaning restrooms and showers, and making sure the QM areas 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)
- Must attend a NYLT Course Directors Conference within 24 months prior to the start of the session.
- Orientation from the Council Medical Director and Health Team (Required, prior to start of camp)
- Should be Medication Administration Trained (some online as well as in person training required, Council will provide the in-person training)
- 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 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 respond to emergencies on camp in varying weather conditions.
- Must be a strong supporter of the Council
- 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.
- Must have completed Wood Badge as a Participant
- Should have served as a Troop Guide on a Wood Badge Course

Directly Supervises

- Youth Course Lead
- Scoutmasters

Additional Notes

- None