



# Greater Colorado Council National Youth Leadership Training



<b>Job Title:</b>	Assistant Scoutmaster - Registrar	<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 Elbert, CO 80106	<b>Staff Supervisor?:</b>	Yes
<b>Reports to:</b>	Course Director	<b>Certifications Req:</b>	No
<b>Will Certify Applicant?:</b>	Not Required	<b>Driving Required?</b>	No

### Job Summary

Assist with the day-to-day activities of the assigned NYLT Session. Work with the assigned patrol and Troop Guide to assist in a quality course.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Works with the Course Director to manage the Administration part of the course for both staff and participants.
- Communicate in a timely manner with all participants who register for the NYLT course. Sending them the welcome email with attachments, send out reminder emails, and other communication as needed.
- Be well-versed on all core content sessions and activities in order to act as a resource
- Ensures all Youth Protection and adult supervision requirements are met.
- Model the core learning and leadership messages of the NYLT Syllabus.
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- Be familiar with the camp emergency procedures as directed by the MSR Ranch Director as needed.
- Coordinate with the Course Director and Council Coordinator the numbered details for an emergency evacuation of NYLT staff – following the guidance of the emergency procedures for MSR.
- Coordinate and inform the MSR Ranch Director and Course Director of all issues while on site. Assist with investigations and response as needed. 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 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)
- If possible, attend a NYLT Course Directors Conference within 24 months prior to the start of the session.
- 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 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 Staff



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## Additional Notes

- None