



ZBASE JOB DESCRIPTIONS

VENTURE DIRECTOR

Age Requirements: 21 years or older

Certifications or Experience Required: National Camp School (Camp Administration, Program Director, or Trek Leader), Live onsite, outdoor recreation experience or major preferred, Wilderness First Aid Trained preferred.

Core Responsibilities:

- Live onsite during the season.
- Assist the Base Director in identifying, interviewing, hiring Venture Area Staff
- Lead training for Venture Area Staff.
- Supervise all Venture Area Directors.
- Oversee all aspects of the Adventure Areas including:
 - Following all BSA, State, and local standards and codes.
 - Inventories and program equipment.
 - Logistics of treks.
- Serve as the Base Director in the event the Base Director is unable to carry out his/her duties.

All other duties as assigned

OPERATIONS MANAGER

Age requirement: 21 years or older

Certifications or Experience Requirement: BSA National Camp School Certification – Administration (recommended not required) or demonstrated skills in business practices.

Core Responsibilities:

- Work directly for and with the Base Director to ensure the base follows the established budget.
- Oversee the Trading Post (Base store) operations, including supervising the Venture Store Manager.
- Work with the Food Operations Managers to ensure food operations stays within budget.
- Work with Venture Director to ensure that all program materials needs are provided.
- Work with The Ranger Director to ensure that all maintenance materials needs are met.
- Supervise the Registrar/Office Manager.
- Prepare necessary financial reports and submit to the proper entities.
- Any other duties assigned by the Base Director.

ZBASE HEALTH SUPERVISOR

Age Requirement: 18 years or older.

Certifications or Experience Requirement: Licensed physician, Licensed nurse practitioner, Nurse (RN, LPN, or LVN), Licensed physician assistant, Paramedic, Emergency medical technician (basic, intermediate, or paramedic), Emergency medical responder.

Core Responsibilities:

- Stay onsite when on duty.
- Ensure that the Base staff is adequately trained in first aid/ CPR
- Perform medical re-checks when participants arrive.
- Ensure that everyone in camp has an up-to-date medical form on file.
- Maintain first aid logs.
- Assist with submitting incident reports.
- Perform first-aid for participants and staff.
- Be Incident Command when a serious injury occurs on premises.
- Work with Base Director to ensure health supplies and equipment is well stocked and in proper working order.
- Oversee a health team to administer first – aid over the Base.
- Inform the Base Director of any potential health hazards in camp.
- Any other duties assigned by the Base Director.

VENTURE ONWARD





ZBASE JOB DESCRIPTIONS

FOOD OPERATIONS MANAGER

Age Requirement: 18 years or older

Certifications or Experience required: Department of Health: Safe Food Handlers Permit, experience in the food industry preferred.

Core Responsibilities:

- Report Directly to the Base Director
- Stay within the given food budget
- Work with the Operations Manager for Food and supplies procurement from approved vendors.
- Assist in menu planning including special diets and allergy compliance.
- Manage Kitchen Staff as necessary to provide food preparation, service, and sanitation.
- Oversee and advise the Commissary Director for all trail meals.
- Maintain documentation to support BSA standards and local Health Code requirements.
- Supervise preparation for all health and standards inspections and oversee inspection process.
- Advise on off-site food preparation including menu planning.
- Conduct periodic inspections of off-site food preparation areas.

RANGER DIRECTOR

Age Requirements: 21 years or older

Certifications or Experience Required: Valid Drivers License (CDL preferred) National Camp School Trained (Ranger Section), preferred experience in small engine repair, lawn maintenance, ability to operate small machinery (small tractors, lawn mowers, etc.).

Core Responsibilities:

- Reports directly to Base Director
- Maintain grounds throughout ZBASE.
- Ensure there is adequate janitorial, and sanitation supplies available.
- Assist with transporting equipment and personnel to Adventure Areas.
- Manage Ranger Corps to maintain facilities throughout ZBASE.
- Procure maintenance equipment and supplies through the Operations Manager/ Base Director.
- Stay within ZBASE maintenance and janitorial budgets.

REGISTRAR/ OFFICE MANAGER

Age Requirements: 18 years or older

Certifications or Experience Required: Business skills preferred, experience in Microsoft Word & Excel.

Core Responsibilities:

- Correspond with Crews before their trek to ensure they have gate code, have accurate directions, and confirm registration and payment.
- Working within the registration system ensure that all Crews are checked in.
- Ensure that all Crew payments are up-to-date.
- Greet Crews in the Zarrow Complex
- Answer Base phone and general email.
- Aid in keeping the Zarrow Complex clean and orderly.
- Any other duties as assigned.

VENTURE STORE MANAGER

Age Requirements: 18 years or older

Certifications or Experience Required: Business skills preferred, retail experience preferred, experience in Microsoft Word & Excel.

Core Responsibilities:

- Assist in store orders of inventory and supplies.
- Prepare daily cash reconciliation for cash transfers.
- Maintain adequate inventory as needed through the season.
- Maintain physical inventory weekly.
- Supervise a Venture Store staff.
- Aid in keeping the Chapman Complex clean and orderly.
- Any other duties as assigned.

VENTURE ONWARD





ZBASE JOB DESCRIPTIONS

COMMISSARY DIRECTOR

Age Requirements: 18 years or older

Certifications or Experience Required: Understanding of camping/ backpacking skills preferred, understanding of nutritional requirements for outdoor adventures, experience in Microsoft Word & Excel.

Core Responsibilities:

- Plan/ follow recipes for trail meals intended for Crews.
- Assist in ordering supplies for trail meals.
- Working with Crews oversee the packaging of trail meals.
- Maintain inventory of ingredients and report inventory weekly.
- Ensure trail meals are delivered to Adventure Areas for Crew Pick-up.
- All other duties as assigned.

RANGER CORPS

Age Requirements: 18 years or older

Certifications or Experience Required: Valid Driver's License (CDL preferred), preferred experience in small engine repair, lawn maintenance, ability to operate small machinery (small tractors, lawn mowers, etc.).

Core Responsibilities:

- Reports directly to Ranger Director
- Maintain grounds throughout ZBASE.
- Perform maintenance and janitorial duties as directed.
- Assist with transporting equipment and personnel to Adventure Areas.
- Any other duties as assigned.

VENTURE STORE CLERK

Age Requirements: 18 years or older

Certifications or Experience Required: Retail experience preferred, experience in Microsoft Word and Excel

Core Responsibilities:

- Work with and for the Venture Store Manager.
- Assist in inventory counts in the Venture Store.
- Stock Venture Store merchandise.
- Manage register.
- Assisting customers fill orders.
- Keep the Chapman Complex clean and in good order.
- All other duties as assigned.

COOK/ DINING HALL STAFF

Age Requirements: 18 years or older

Certifications or Experience Required: food operations experience preferred.

Core Responsibilities:

- Work with and for the Food Operations Manager to provide a quality dining experience.
- Assist in meal preparations.
- Maintain serving line for health and safety and volume to provide efficient service.
- Supervise clean up.
- Keep the Helmerich Dining Complex clean and orderly.
- Report to Food Operations Manager any health or safety concerns.

VENTURE ONWARD





ZBASE JOB DESCRIPTIONS

ZBASE HEALTH TEAM

Age Requirement: 18 years or older.

Certifications or Experience Requirement: Notable experience in the health field, First Aid/ CPR certified, Wilderness First Aid Certification preferred,

Core Responsibilities:

- Work with and for the ZBASE Health Supervisor to administer first-aid throughout the Base.
- Stay onsite when on duty.
- Assisting in performing medical re-checks when participants arrive.
- Assist with submitting incident reports.
- Perform first-aid for participants and staff.
- Be able to go to Adventure Areas and:
 - Perform routine first-aid.
 - Recognize when more than routine first-aid is needed and contact Health Supervisor immediately.
 - Recognize when to contact EMS.
 - Serve as an Incident Commander until relieved by the Health Supervisor/ EMS.
- Inform the Health Supervisor of any potential health hazards in Base.
- Any other duties assigned by the Health Supervisor.

BASE AQUATICS DIRECTOR

Age Requirement: 21 years or older.

Certifications or Experience Requirement: Lifeguard certification, First-Aid/ CPR for the Professional Rescuer Certified, Wilderness First Aid Certification preferred, National Camp School Certification (Aquatics Section), Certified Pool Operator preferred.

Core Responsibilities:

- Coordinate the Base aquatics program.
- Supervise a team of lifeguards.
- Ensure that aquatics equipment is safe, in good repair and adequate for all participants.
- Ensure that the aquatics areas are safe, clean, and attractive before participants arrive.
- Supervise any swim checks.
- Conduct the aquatics staff training.
- Enforce all safety rules.
- Ensure all equipment is inventoried and properly stored at the end of season.
- Any other duties assigned by the Venture Director.

AQUATICS TEAM (LIFEGUARD)

Age Requirement: 18 years or older.

Certifications or Experience Requirement: Lifeguard certification, First-Aid/ CPR for the Professional Rescuer Certified, Wilderness First Aid Certification preferred.

Core Responsibilities:

- Work with and for the Aquatics Director to administer the aquatics program throughout the Base.
- Ensure that aquatics equipment is safe, in good repair and adequate for all participants.
- Ensure that the aquatics areas are safe, clean, and attractive before participants arrive.
- Supervise any swim checks.
- Enforce all safety rules.
- Serve as a lifeguard during any lake or pool activities.
- Ensure all equipment is inventoried and properly stored at the end of season.
- Any other duties assigned by the Aquatics Director.

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ZBASE JOB DESCRIPTIONS

AERIAL ADVENTURES DIRECTOR

Age Requirement: 21 years or older.

Certifications or Experience Requirement: Experience in COPE/ Climbing, National Camp School Certification (COPE Section), First-aid/ CPR certified, Wilderness First Aid Certification preferred.

Core Responsibilities:

- Coordinate the Aerial Adventures Area program.
- Supervise Aerial Adventures Staff.
- Ensure that Adventure Tower and Zip Line equipment and elements are safe and up to BSA, ACCT, and State of Oklahoma standards.
- Conduct the Aerial Adventures Staff Training.
- Ensure that all BSA, ACCT, and State of Oklahoma standards are met and followed.
- Conduct and note all ongoing maintenance and inspections throughout the season.
- Ensure all equipment is inventoried and properly stored daily and at the end of the season.
- Keep up all logs:
 - Equipment (rope, harnesses, helmets, etc.)
 - Inspections (daily, monthly, quarterly)
 - All others need or required.
- Any other duties as assigned by the Venture Director.

AERIAL ADVENTURES STAFF

Age Requirement: 18 years or older.

Certifications or Experience Requirement: COPE Level II certification, Experience in COPE/ Climbing, National Camp School Certification (COPE Section) preferred, First-aid/ CPR certified, Wilderness First Aid Certification preferred.

Core Responsibilities:

- Assist the Aerial Adventure Director to administer the Aerial Adventures Area program.
- Ensure that Adventure Tower and Zip Line equipment and elements are safe and up to BSA, ACCT, and State of Oklahoma standards.
- Ensure that all BSA, ACCT, and State of Oklahoma standards are met and followed.
- Inform the Aerial Adventures Director of any health and safety concerns within the Aerial Adventures Area.
- Assist to ensure all equipment is inventoried and properly stored daily and at the end of the season.
- Assist in keep up all logs:
 - Equipment (rope, harnesses, helmets, etc.)
 - Inspections (daily, monthly, quarterly)
 - All others need or required.
- Any other duties as assigned by the Aerial Adventures Director.

SPORTING CLAYS DIRECTOR

Age Requirement: 21 years or older.

Certifications or Experience Requirement: Experience in shooting sports, National Camp School Certification (Shooting Sports Section), First-aid/ CPR certified, Wilderness First Aid Certification preferred.

Core Responsibilities:

- Coordinate the Sporting Clay Area program.
- Supervise Sporting Clay Staff.
- Ensure that the Sporting Clay area is safe, clean, and attractive.
- Conduct the Sporting Clay staff training.
- Ensure all equipment is inventoried and properly stored daily and at the end of the season including:
 - Firearms
 - Ammo
 - Clay Targets
- Report any shotgun deficiencies or damage
- Assist in ordering ammo and targets
- Any other duties as assigned by the Venture Director.

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ZBASE JOB DESCRIPTIONS

SPORTING CLAYS STAFF

Age Requirement: 18 years or older.

Certifications or Experience Requirement: Experience in shooting sports, National Camp School Certification (Shooting Sports Section) preferred, NRA Shotgun Instructor preferred, First-aid/ CPR certified, Wilderness First Aid Certification preferred.

Core Responsibilities:

- Work with and for Sporting Clay Director to administer the Sporting Clay program.
- Ensure that the Sporting Clay area is safe, clean, and attractive.
- Ensure all equipment is inventoried and properly stored daily and at the end of the season including:
 - Firearms
 - Ammo
 - Clay Targets
- Report any shotgun deficiencies or damage to the Sporting Clay Director.
- Any other duties as assigned by the Sporting Clay Director.

WESTERN VILLAGE DIRECTOR

Age Requirement: 21 years or older.

Certifications or Experience Requirement: Experience in shooting sports, National Camp School Certification (Shooting Sports Section), First-aid/ CPR certified, Wilderness First Aid Certification preferred.

Core Responsibilities:

- Coordinate the Western Village Adventure Area program including interpretative program (wearing old west period clothing/ "costumes").
- Supervise Western Village Staff.
- Ensure that the Western Village area is safe, clean, and attractive.
- Conduct the Western Village staff training.
- Ensure all equipment is inventoried and properly stored daily and at the end of the season including:
 - Firearms
 - Ammo
 - Targets
- Report any firearm deficiencies or damage
- Assist in ordering ammo and targets
- Any other duties as assigned by the Venture Director.

WESTERN VILLAGE STAFF

Age Requirement: 18 years or older.

Certifications or Experience Requirement: Experience in shooting sports, National Camp School Certification (Shooting Sports Section) preferred, First-aid/ CPR certified, Wilderness First Aid Certification preferred, NRA Rifle/ Instructor Certified preferred.

Core Responsibilities:

- Work with and for the Western Village Director to coordinate the Western Village Area program, including interpretative program (wearing old west period clothing/ "costumes").
- Ensure that the Sporting Clay area is safe, clean, and attractive.
- Assist to ensure all equipment is inventoried and properly stored daily and at the end of the season including:
 - Firearms
 - Ammo
 - Clay Targets
- Report any shotgun deficiencies or damage
- Assist in ordering ammo and targets
- Any other duties as assigned by the Western Village Director.

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ZBASE JOB DESCRIPTIONS

MOUNTAIN BIKE DIRECTOR

Age Requirement: 18 years or older (21 Preferred).

Certifications or Experience Requirement: Experience in cycling or mountain biking, First-aid/ CPR certified, Wilderness First Aid Certification preferred.

Core Responsibilities:

- Coordinate the Mountain Bike Adventure Area program.
- Supervise Mountain Bike Staff.
- Ensure that the Mountain Bike area is safe, clean, and attractive.
- Conduct the Mountain Bike staff training.
- Ensure all equipment is inventoried and properly stored daily and at the end of the season including:
- Report any mountain bike deficiencies or damage
- Assist in ordering mountain bike equipment.
- Any other duties as assigned by the Venture Director.

MOUNTAIN BIKE STAFF

Age Requirement: 18 years or older.

Certifications or Experience Requirement: Experience in cycling or mountain biking, First-aid/ CPR certified, Wilderness First Aid Certification preferred.

Core Responsibilities:

- Assist Mountain Bike Director to coordinate the Mountain Bike Adventure Area program.
- Ensure that the Mountain Bike area is safe, clean, and attractive.
- Ensure all equipment is inventoried and properly stored daily and at the end of the season.
- Report any mountain bike deficiencies or damage
- Any other duties as assigned by the Mountain Bike Director.

ATV DIRECTOR

Age Requirement: 21 years or older.

Certifications or Experience Requirement: Experience in ATV's, ATV Rider Course Instructor through ASI (ATV Safety Institute), First-aid/ CPR certified, Wilderness First Aid Certification preferred.

Core Responsibilities:

- Supervise and conduct the ATV program.
- Supervise the maintenance of ATV's and related equipment
- Supervise the ATV Staff
- Conduct the ATV Staff Training.
- Ensure the ATV area is maintained, safe, and orderly.
- Keep logs including:
 - ATV riding
 - Maintenance
 - ATV Equipment
- Ensure the ATV meets all ASI and BSA standards.
- Any other duties as assigned by the Venture Director.

ATV ASSISTANT/STAFF

Age Requirement: 21 years or older for Assistant 18 years or older for Staff.

Certifications or Experience Requirement: Experience in ATV's, ATV Rider Course Instructor through ASI (ATV Safety Institute), First-aid/ CPR certified, Wilderness First Aid Certification preferred.

Core Responsibilities:

- Assist in conducting the ATV program.
- Assist in the maintenance of ATV's and related equipment
- Ensure the ATV area is maintained, safe, and orderly.
- Assist in keeping logs including:
 - ATV riding
 - Maintenance
 - ATV Equipment
- Assist in ensuring the ATV meets all ASI and BSA standards.
- Any other duties as assigned by the ATV Director.

VENTURE ONWARD





ZBASE JOB DESCRIPTIONS

NATIVE AMERICAN DIRECTOR

Age Requirement: 18 years or older (21 years preferred).

Certifications or Experience Requirement: Interest in interpretive Native American culture, First-aid/ CPR certified, Wilderness First Aid Certification preferred, USA Archery Certified.

Core Responsibilities:

- Supervise and conduct the Native American program including interpretive Native American period (including period Native American attire).
- Supervise the maintenance of Native American and archery related equipment
- Supervise the Native American Staff
- Conduct the Native American Staff Training.
- Ensure the Native American Area is maintained, safe, and orderly.
- Supervise the contracted equestrian program.
- Order program supplies through the Venture Director.
- Any other duties as assigned by the Venture Director.

NATIVE AMERICAN STAFF

Age Requirement: 18 years or older.

Certifications or Experience Requirement: Interest in interpretive Native American culture, First-aid/ CPR certified, Wilderness First Aid Certification preferred, USA Archery Certified.

Core Responsibilities:

- Assist in conducting the Native American program including interpretive Native American period (including period Native American attire).
- Assist in maintenance of Native American and archery related equipment
- Ensure the Native American Area is maintained, safe, and orderly.
- Assist in the contracted equestrian program.
- Any other duties as assigned by the Native American Director.

TREE HOUSE DIRECTOR

Age Requirement: 18 years or older (21 years preferred).

Certifications or Experience Requirement: Interest in warrior/ obstacle sports, First-aid/ CPR certified, Wilderness First Aid Certification preferred.

Core Responsibilities:

- Supervise and conduct the ninja warrior/ obstacle sports program.
- Supervise the maintenance of ninja warrior and related equipment
- Supervise the Tree House Staff
- Conduct the Tree House Staff Training.
- Ensure the Tree House Area is maintained, safe, and orderly.
- Supervise the mudders course program.
- Order program supplies through the Venture Director.
- Any other duties as assigned by the Venture Director.

TREE HOUSE STAFF

Age Requirement: 18 years or older.

Certifications or Experience Requirement: Interest in warrior/ obstacle sports, First-aid/ CPR certified, Wilderness First Aid Certification preferred.

Core Responsibilities:

- Work for and with the Tree House Director to conduct the ninja warrior/ obstacle sports program.
- Assist in the maintenance of ninja warrior and related equipment
- Ensure the Tree House Area is maintained, safe, and orderly.
- Assist and in the mudders course program.
- Any other duties as assigned by the Tree House Director.

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ZBASE JOB DESCRIPTIONS

AQUATICS ADVENTURE DIRECTOR

Age Requirement: 21 years or older.

Certifications or Experience Requirement: Lifeguard certification, First-Aid/ CPR for the Professional Rescuer Certified, Wilderness First Aid Certification preferred, National Camp School Certification (Aquatics Section).

Core Responsibilities:

- Coordinate the Aquatics Adventure Area program.
- Supervise a team of lifeguards.
- Ensure that aquatics equipment is safe, in good repair and adequate for all participants.
- Ensure that the aquatics areas are safe, clean, and attractive before participants arrive.
- Conduct the Aquatics Adventure Area staff training.
- Enforce all safety rules.
- Ensure all equipment is inventoried and properly stored at the end of season.
- Any other duties assigned by the Venture Director.

AQUATICS ADVENTURE STAFF

Age Requirement: 18 years or older.

Certifications or Experience Requirement: Lifeguard certification, First-Aid/ CPR for the Professional Rescuer Certified, Wilderness First Aid Certification preferred, National Camp School Certification (Aquatics Section) preferred.

Core Responsibilities:

- Work for and with Aquatics Adventure Director to coordinate the Aquatics Adventure Area program.
- Ensure that aquatics equipment is safe, in good repair and adequate for all participants.
- Ensure that the aquatics areas are safe, clean, and attractive before participants arrive.
- Enforce all safety rules.
- Ensure all equipment is inventoried and properly stored at the end of season.
- Any other duties assigned by the Aquatics Adventure Area Director.

VENTURE GUIDE DIRECTOR

Age Requirement: 18 years or older (preferred 21 years or older).

Certifications or Experience Requirement: Be knowable in camping, backpacking, canoeing, and Leave No Trace principles, First-Aid/ CPR Certified, Wilderness First Aid Certification preferred, National Camp School Certification (Trek Section).

Core Responsibilities:

- Lead a team of Venture Guides to assist Crews in their first 3 days at ZBASE.
- Be knowledgeable of all treks and programs.
- Help Crews develop their program during their first day.
- Teach Crews Leave No Trace principles during first day on the trail.
- Teach Crews camping/ backpacking basics that pertain to ZBASE property.
- Any other duties assigned by the Venture Director.

VENTURE GUIDE

Age Requirement: 18 years or older.

Certifications or Experience Requirement: Be knowable in camping, backpacking, canoeing, and Leave No Trace principles, First-Aid/ CPR Certified, Wilderness First Aid Certification preferred,

Core Responsibilities:

- Assist Crews in their first 3 days at ZBASE.
- Be knowledgeable of all treks and programs.
- Help Crews develop their program during their first day.
- Teach Crews Leave No Trace principles during first day on the trail.
- Teach Crews camping/ backpacking basics that pertain to ZBASE property.
- Any other duties assigned by the Venture Guide Director.

VENTURE ONWARD





ZBASE JOB DESCRIPTIONS

WILDERNESS SURVIVAL DIRECTOR

Age Requirement: 18 years or older.

Certifications or Experience Requirement: Be knowable in camping, backpacking, canoeing, Leave No Trace principles and wilderness survival, First-Aid/ CPR Certified, Wilderness First Aid Certification preferred,

Core Responsibilities:

- Deliver a wilderness survival program to Crews.
- Lead the Wilderness Survival Staff
- Conduct Wilderness Survival Staff Training
- Order wilderness survival equipment through the Venture Director.
- Any other duties assigned by the Venture Director.

WILDERNESS SURVIVAL STAFF

Age Requirement: 18 years or older.

Certifications or Experience Requirement: Be knowable in camping, backpacking, canoeing, Leave No Trace principles and wilderness survival, First-Aid/ CPR Certified, Wilderness First Aid Certification preferred,

Core Responsibilities:

- Work with and for Wilderness Survival Director to deliver a wilderness survival program to Crews.
- Any other duties assigned by the Wilderness Survival Director.

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