

**ASSISTANT CAMP DIRECTOR – RAYADO RIDGE LEADERSHIP CAMP
POSITION DESCRIPTION**

Department: Philmont Training Center

Reports to: Rayado Ridge Camp Director

Typical Dates of Employment: May 15 (slightly flexible) - August 25 (slightly flexible)

Approximate Number of Positions: 1

POSITION CONCEPT

Provide leadership to the Rayado Ridge Leadership Camp, working closely with the Rayado Ridge Camp Director to support the National Advanced Youth Leadership Experience (NAYLE) and Philmont Leadership Challenge (PLC) programs.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.

SPECIFIC JOB REQUIREMENTS

- Ability to work independently and provide a high quality safe program.
- Submit a completed Philmont Health and Medical Form
- Be able to lift and handle materials up to 50 pounds.
- Must be Certified Food Handler. <http://newmexico.foodhandlerclasses.com/> Click on the link to begin the training. The cost for the training is \$7. You will be reimbursed after presenting the certificate during staff check in at Camping Headquarters.

PRINCIPLE RESPONSIBILITIES

- Support the National Advanced Youth Leadership Experience (NAYLE) and Philmont Leadership Challenge (PLC).
- Work closely with the Rayado Ridge Camp Director, NAYLE & PLC staffs to ensure they have needed program supplies and program support from Philmont.

- Facilitate all communication between the NAYLE & PLC staff and Philmont departments such as Conservation, Ranger, Commissary, Logistics, Dining Hall, etc.
- Work with the NAYLE & PLC quartermasters to ensure sufficient food is ordered and available for participants and maintain correct food handling standards.
- Pay close attention to health, safety, welfare, attitude, and morale of the participants. Take immediate action to solve problems. Enforce the policies and guidelines outlined in the Participant Guidebook.
- Assist with other staff responsibilities as directed by the Associate Director of Program – PTC, Rayado Ridge Camp Director, or other Philmont Management to ensure that the mission of the Philmont Training Center is carried out.