

## POSITION DESCRIPTION

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<b>Position:</b>	Special Projects Coordinator
<b>Department:</b>	Philmont Training Center (PTC)
<b>Reports To:</b>	Director of PTC
<b>Desired Availability:</b>	May 20 – August 25

### Philmont Standards

- Must be at least 18 years of age by start of employment; some positions require a minimum age of 21 by start of employment
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a completed BSA Annual Health and Medical Record to the Infirmary upon arrival
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont’s uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

This position will act as a concierge for the luxurious Deluxe Tent City at the Philmont Training Center. In addition to concierge and customer service responsibilities, the PTC Special Projects Coordinator will also be responsible for up-selling Family Adventure Camp activities, some maintenance and service activities, and other duties as assigned. Must always uphold Scouting Culture while making guests feel welcomed and valued. Love working with people in a fast-paced environment? This job is for you!

### Primary Duties & Responsibilities

- Greet PTC participants upon arrival
- Coordinate guest accommodations, activities, and other engagements for duration of stay
- Assist with organization and coordination of on-site events (i.e. – Council Retreats, Fly Fishing Events, Conference Needs, Family Adventure Activities)
- Direct guests to facility amenities including laundry, trading post, shower houses, etc.
- Coordinate with other departments to arrange transportation or other needs as necessary

### Qualifications/Experience

- Excellent verbal communication skills
- Positive customer service track record
- Ability to prioritize tasks and to delegate when appropriate
- Ability to function well in a high-paced and at times stressful environment
- Must complete assigned New Mexico Food Handler Safety Course prior to arrival; instructions for course completion will be sent in your staff packet
- Data entry skills a plus

- Previous hospitality experience highly desired

### Physical Requirements & Work Environment

- May be required to lift objects up to 50 pounds
- May be asked to be available to work long hours (12+ hours per day) if guest needs arise

### Additional Information

For more information, call the Philmont Training Center at 575-376-2281 or send inquiries to:

[philmont.trainingcenter@scouting.org](mailto:philmont.trainingcenter@scouting.org).

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*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 10/26/2020