

**ACTIVITIES ASSISTANT MANAGER
POSITION DESCRIPTION****POSITION CONCEPT**

The Activities Assistant Manager helps give leadership to the Activities Department, which serves both Philmont participants and staff. For participants, Activities performs the Opening and Closing campfires to bookend their time on the trail, orienting them to the unique history of northern New Mexico and providing a sense of closure for treks. For staff, Activities improves morale by monitoring and cleaning the CHQ staff lounge, showerhouses, and other buildings; providing customer service for staff from 8:00am to 11:00pm; managing most of the tent assignments; organizing events for staff enjoyment; and helping other departments as requested. The Assistant Manager is Activities' second-in-command, helping oversee the training, work schedule, morale, and evaluation of the Activities Staff. This position reports to the Activities Manager.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful and efficient service to all Philmont guests. Ensure 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 procedure 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 21 years of age by time of employment.
- 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

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DAILY OPERATIONS

- Help the Activities Manager train, coach, supervise, mentor, and evaluate all Activities Department staff members. Utilize their talents and abilities and help them achieve their full potential and grow over the course of the summer.
- Review the Opening and Closing campfire scripts at the beginning of the summer and help develop a training schedule so that staff present high-energy, enthusiastic, and meaningful interpretations of characters in campfire programs.
- Assist in planning and implementing various Philmont staff activities, special functions, and events such as open-mic nights, sports tournaments, movie nights, etc.
- Report tent issues to Tent Repair in a timely manner, conduct tent inspections twice over the course of the summer, and provide housing support and cleaning supplies for staff members living in tents.
- Assist in maintaining good appearance and operating condition of SSSAC, Hardesty Casa Central, and Fitness Center facilities by cleaning daily.
- Assist in maintaining customer satisfaction of showerhouse facilities through a cleaning rotation in which all homebound, trailbound, male staff, and female staff showerhouses get cleaned daily by Activities Staff.
- Cordially receive and assist any person who comes to the Activities office.
- Ensure all audio and visual equipment is taken care of and in good working condition.
- Report maintenance needs to the appropriate personnel for the SSSAC, Fitness Center, and Opening and Closing Campfire Bowls.
- Help maintain the work/days off schedule for the Activities Department.
- Assist in keeping track of material needs and submit Material Request Forms to the Associate Director of Program–Base Camp in a timely manner.
- Provide exceptional customer service to staff and participants alike.
- Assist with other staff responsibilities as assigned to ensure that the mission of Philmont Scout Ranch is carried out.