

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

The Activities Manager gives 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 Activities Manager oversees the training, work schedule, morale, and evaluation of the Activities Staff and management team. This position reports to the Associate Director of Program–Base Camp.

**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**

- Learn and train all facets of the Activities responsibilities relating to Opening and Closing campfires, the Silver Sage Staff Activities Center (SSSAC), audio/visual equipment, the Fitness Center, staff housing, and staff recreational features.
- Train the Activities Staff and stimulate enthusiasm for the job. The staff should be trained so that they can rotate jobs as scheduled.
- Assist in conducting inspiring and meaningful Opening and Closing campfires.
- Assist in maintaining a high level of staff morale at Camping Headquarters and the Training Center by coordinating a base calendar of staff activities and carrying out each event successfully.
- Create tent assignments and housing maps for Male Tent City, Female Tent City, and backcountry Homebound and Trailbound tents at the beginning and end of the summer, and

participate in check-in and check-out processes related to housing.

- Develop and implement a daily cleaning schedule rotation for the SSSAC, Fitness Center, Hardesty Casa Central, and CHQ showerhouse buildings.
- Collaborate with the Base Camp Manager and other Base Camp department managers to play an integral role in the Day 1 and Last Day operations.
- Write an end-of-season report and make recommendations for improvement.
- Be able to lift and handle materials up to 50 pounds.
- Be able to secure a Philmont driving permit.

## **DAILY OPERATIONS**

- 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 develop a training schedule so that staff present high-energy, enthusiastic, and meaningful interpretations of characters in campfire programs.
- Plan and implement various Philmont staff activities, special functions, and events such as open-mic nights, sports tournaments, staff cookouts, 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.
- Maintain good appearance and operating condition of SSSAC, Hardesty Casa Central, and Fitness Center facilities by cleaning daily.
- Maintain 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.
- Create and update the work/days off schedule for the Activities Department.
- Keep 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.