PHILMONT SCOUT RANCH

ACTIVITIES STAFF

POSITION DESCRIPTION

POSITION CONCEPT

The Activities Staff serves both Philmont participants and staff members. 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. An Activities staff member is a performing artist, janitor, event planner, and front desk clerk. This position is directly responsible to the Activities Manager, Assistant Manager, and Specialists.

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 18 years of age by time of employment.
- Must be Certified Food Handler. 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 all facets of the Activities responsibilities relating to Opening and Closing campfires, the Silver Sage Staff Activities Center (SSSAC), the Fitness Center, audio/visual equipment, staff housing, and staff recreational features.
- Assist in conducting inspiring and meaningful Opening and Closing campfires.
- Assist in cleaning of the SSSAC, Fitness Center, CHQ showerhouses, and other facilities.
- 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.
- Be able to lift and handle materials up to 50 pounds.

DAILY OPERATIONS

12/21/18 EM
- Learn the script, roles, and music of the Opening and Closing campfire programs.
- Present high-energy, enthusiastic, and meaningful interpretations of characters in Opening and Closing campfire programs.
- Assist with planning and implementing various staff activities, special functions, and events such as open-mic nights, sports tournaments, staff cookouts, movie nights, etc.
- Provide housing support and cleaning supplies for staff members living in tents, and participate in check-in and check-out processes related to housing.
- Assist in maintaining good appearance and operating condition of SSSAC, Hardesty Casa Central, and Fitness Center facilities by cleaning daily.
- Assist in cleaning the homebound and trailbound tent city showerhouses as well as staff showerhouses on a rotation assigned by the Activities Manager.
- Cordially receive and assist any person who comes to the Activities office.
- 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.