

**PTC PROGRAM COUNSELOR
Position Description**

Department: Philmont Training Center

Reports to: PTC Program Counselor Coordinator

Typical Dates of Employment: May 26 (slightly flexible) - August 25 (slightly flexible)

Approximate Number of Positions: 18

POSITION CONCEPT

Work with Conference Youth program groups and guide Family Adventure Camp participants to ensure a high-quality program.

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 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.
- 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.

SPECIFIC JOB REQUIREMENTS

- Provide high quality program to groups of children and adults.
- Submit a completed Philmont Health and Medical Form
- Be able to lift and handle materials up to 50 pounds.

PRINCIPLE RESPONSIBILITIES

- In working with a partner provide a high-quality program to Conference Youth participants. Participants ages range from infant to teenager within the Conference Youth program.
- Guide and supervise Family Adventure Camp adventure activities, providing hiking and activity knowledge for family groups that may include up to 30 people.
- Provide additional evening programs such as opening/closing program, cobbler night, western night, etc.
- Provide the leadership, example, and inspiration for the Conference Youth program or Family Adventure Camp activity that is assigned.

- Pay close attention to health, safety, welfare, attitude, and morale of all participants. Take immediate action to solve problems. Enforce the policies and guidelines outlined in the Staff & Participant Guidebooks.
- Assist with other staff responsibilities as directed by the Associate Director of Program - PTC or other Philmont Management to insure that the mission of the Philmont Training Center is carried out.