

**PTC TRANSPORTATION COORDINATOR  
POSITION DESCRIPTION**

**Department:** Philmont Training Center

**Reports to:** PTC Registration Coordinator

**Typical Dates of Employment:** May 7 (slightly flexible) - August 22 (slightly flexible)

**Approximate Number of Positions:** 1

**POSITION CONCEPT**

Assist the Philmont Training Center Registration Coordinator with the scheduling of incoming and outgoing transportation needs, registration process, and office support for the Philmont Training Center.

**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.
- 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**

- Strong interpersonal and communication skills. Ability to read, write, and interpret instructional documents such as transportation manuals, operating instructions, and program schedules. Ability to effectively communicate with customers, peers, and management.
- Ability to work independently and give direction to the Philmont Training Center Office staff regarding participant arrivals and departures, and to the Philmont Training Center Program staff regarding program transportation scheduling plans and needs.
- Familiarity with BSA and Philmont Scout Ranch policies about transportation to and from Philmont, addressing questions, and disbursing information to conference participants.
- Submit a completed Philmont Health and Medical Form
- Be able to lift and handle materials up to 50 pounds.

**PRINCIPLE RESPONSIBILITIES**

- Assist in scheduling transportation to and from Philmont for Philmont participants.
- Assist in scheduling transportation within Philmont for program needs.
- Assist with computer data input and processing participant registration.
- Answer office telephones, assist with processing of mail, and perform general office duties as assigned.
- Be familiar or learn the Certain computer programs used by Philmont Training Center for handling registration. Must be familiar with Philmont Scout Ranch office procedures and protocol.
- Assist with check-in of conference participants including late arrivals. Responsible for receipting monies paid on arrival.
- Assist with other staff responsibilities as directed by the Philmont Training Center Registration Coordinator or other Philmont Management to ensure that the mission of the Philmont Training Center is carried out.