

POSITION DESCRIPTION

Position:	Base Camp Manager
Department:	Base Camp
Reports To:	Associate Director of Camping – Base Camp
Desired Availability:	May 1 – August 31

Philmont Standards

- Must be at least 18 years of age by start of employment; some positions require a minimum age of 21 by start of employment
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a completed BSA Annual Health and Medical Record to the Infirmary upon arrival
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont’s uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

The Base Camp Manager provides leadership and support to all departments in base camp to ensure an excellent Day one and final day experience for all participants in the camping department. They will help solve problems, procure resources, and provide guidance and oversight to Activities, Custodial Services, Logistics, Mail Room, Outfitting Services, and the Welcome Center. They will also ensure these departments are working smoothly with one another and with other departments including Backcountry Program, Food Service, Marketing & Photography Services, Rangers, Registration, Security, the Philmont Training Center and the Tooth of Time Traders. The person in this position takes on responsibility for all the program, operations, staff, training, discipline, equipment, and facilities within Philmont’s Base Camp.

Primary Duties & Responsibilities

- Provide leadership and guidance to the staff and managers in the Activities, Custodial Services, Logistics Services, Mail Room, Outfitting Services, and Welcome Center departments including ensuring an excellent level of customer service and program are provided to all Philmont participants and staff
- Take on some of the responsibilities of the Associate Director of Camping – Base Camp in their absence
- Respond and solve internal and external customer service issues that arise within Base Camp
- Ensure all base camp facilities remain tidy, clean, and organized
- Ensure all staff and participant equipment is regularly inventoried, properly used, and well cared for
- Assist with the procurement of base camp equipment and supplies
- Assist with the management of roofed housing including assignments and work orders
- Promptly inform ranch management of any issues or concerns in base camp that they should be aware of
- Maintain inter-departmental communications with other departments inside and outside of base camp

Qualifications/Experience

- 21 Years of age or older
- Extensive Philmont operations experience
- Experience training, managing, and coaching personnel, particularly in a camp environment
- Experience in customer service, event planning, problem-solving, logistics, and organization
- Experience utilizing the Office 365 suite of applications (Word, Excel, Outlook, PowerPoint, etc.)
- Strong written and verbal communication skills for a wide variety of audiences including public speaking, email, social media, written proposals, and verbal coaching

Physical Requirements & Work Environment

- Ability to develop and understand complex written and verbal communications, instructions, and procedures in English
- Ability to transport themselves around various areas of the ranch to visit daily with department management and staff as well as respond to time-sensitive problems
- Ability to drive a Philmont vehicle
- Ability to work long hours both in an office environment (in front of a computer) as well as outdoors in the field (exposure to sun and the elements)

Additional Information

This position requires an in-depth understanding of the summer operations of Philmont Scout Ranch. Candidates for this position should excel at planning, customer service, problem-solving, and supporting personnel from diverse backgrounds. They should have the ability to look at the “big picture” to strategically improve processes to increase efficiency, productivity, and the participant/staff experience. Familiarity with Philmont is essential, but outside experience and ideas are also welcome.

Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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