

## POSITION DESCRIPTION

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<b>Position:</b>	PTC Craft Center Assistant Manager
<b>Department:</b>	Philmont Training Center
<b>Reports To:</b>	PTC Craft Center Manager
<b>Desired Availability:</b>	May 20 – August 25

### 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

Provide supporting leadership to the Philmont Training Center Craft Center in conjunction with the Craft Center Manager, supervising a staff of about five individuals. The Craft Center at the Philmont Training Center offers several handicraft activities including paper crafts, painting, leatherworking, ceramics, mosaics, welding, jewelry making, sand art, and more.

### Primary Duties & Responsibilities

- Provide the leadership, example, and inspiration to develop the Craft Center staff into a positive and productive team
- Learn Philmont's point of sale system and the procedures for sales, all tenders, exchanges, and returns
- In conjunction with the Craft Center Manager, supervise the Craft Center Staff to ensure high quality program delivery
- In conjunction with the Craft Center Manager, develop and direct the program staff training week
- Provide ongoing training during the summer as needed
- In conjunction with other leadership, write and administer mid-season and final evaluations to all Craft Center Staff
- Provide guidance and counseling to the staff to help them provide worthwhile and exciting programs
- Assist in the scheduling of groups as it relates to the Craft Center
- Pay close attention to health, safety, welfare, attitude, and morale of the Craft Center staff
- Take immediate action to solve problems
- Enforce the policies and guidelines outlined in the Seasonal Staff Handbook
- Provide evening programs such as opening/closing program as well as support having the Craft Center open during the evenings

- In conjunction with the Craft Center Manager, write an end of the season report including inventories, evaluations, schedules, and other documents necessary to future Philmont Training Center programs
- Supervise the use of Philmont Training Center equipment and facilities related to family programs
- Assist with other staff responsibilities as directed by the PTC Director or other Philmont Management to ensure that the mission of the Philmont Training Center is carried out

### Qualifications/Experience

- Proficient supervisory and leadership skills
- Strong interpersonal and communication skills
- Ability to read, write, and interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to effectively communicate with customers, peers, and management
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to function well in a high-paced and at times stressful environment
- Interest in handicrafts
- Previous retail experience is a plus

### Physical Requirements & Work Environment

- Must be 21 years of age by start of employment
- Must complete assigned New Mexico Food Handler Safety Course prior to arrival; instructions for course completion will be sent in your staff packet
- Must be able to obtain a Philmont driving permit during staff training
- May be required to lift and/or move objects up to 50 pounds
- May be asked to be available to work long hours (12+ hours per day) if guest needs arise

### Additional Information

For more information, call the Philmont Training Center at 575-376-2281 or send inquiries to:

[philmont.trainingcenter@scouting.org](mailto:philmont.trainingcenter@scouting.org).

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*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.*

**Updated:** 9/1/2020