

POSITION DESCRIPTION

Position:	PTC Services Assistant Manager
Department:	Philmont Training Center
Reports To:	PTC Services Manager
Desired Availability:	May 15 – 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 leadership to the Philmont Training Center Services staff in conjunction with the Services Manager, supervising a staff of about six individuals to ensure conferences and Tent Cities activities are supported.

Primary Duties & Responsibilities

- In conjunction with the Services Manager, supervise the Services Staff to ensure high quality customer experience
- Ensure that conferences receive any support they need such as cleaning, IT support, audio/video support, finding needed materials or equipment, facility set up including moving furniture
- In conjunction with the Services Manager, develop and direct the program staff training week
- Provide ongoing training during the season, as needed
- Provide the leadership, example, and inspiration to develop the Services Staff into a positive and productive team
- In conjunction with other leadership, write and administer mid-season and final evaluations to all Services Staff
- Provide guidance and counseling to the staff to help them provide worthwhile and exciting programs
- Pay close attention to health, safety, welfare, attitude, and morale of the Services Staff
- Take immediate action to solve problems
- Enforce the policies and guidelines outlined in the Seasonal Staff Handbook
- Provide additional evening programs such as opening/closing program, cobbler night, western night, etc.
- In conjunction with the Services Manager, write an end of 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 Director of PTC or other Philmont Management to ensure that the mission of the Philmont Training Center is carried out

Qualifications/Experience

- Proficient supervisory and leadership skills
- Ability to work independently
- Ability to prioritize tasks and to delegate them when appropriate
- Basic knowledge of audio/visual equipment
- Ability to function well in a high-paced and at times stressful environment

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.

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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: 9/3/2020