

POSITION DESCRIPTION

Position:	Activities & Shows Assistant Manager
Department:	Activities & Shows
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Activities Manager
Desired Availability:	May 15 – August 23

Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- 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 complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- 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 Activities Assistant Manager assists the Activities Manager in providing leadership to the Activities Department and serving both Philmont participants and staff. This may include assisting with the smoother operation of both the opening and closing campfires, managing the staff tent cities, staffing the Activities Office at the Silver Sage Staff Activities Center, and coordinating events to support all Philmont Seasonal Staff.

Primary Duties & Responsibilities

- Contribute to the training, supervising, coaching, mentoring, and evaluation of all subordinate staff in all facets of Activities responsibilities
- Assist with managing staff activities calendar, Male and Female Staff Tent City assignments and inspections, and game/equipment check-in-check-out
- Contribute to the development and implementation of a daily cleaning schedule/rotation for the SSSAC, fitness center, Hardesty Casa Central, and any other buildings/locations used for staff activities
- Assist with leading and delegating the planning and execution of Opening and Closing campfires
- Support the Activities Manager with planning and executing staff activities such as open-mic nights, sports/game tournaments, movie nights, BBQs/cookouts, etc.
- Provide excellent customer service to staff and participants
- Develop and maintain positive working relationships with other department staff
- Other duties as assigned
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Strong supervisory and leadership skills
- Ability to prioritize tasks and to delegate them when appropriate
- Knowledge of audio/visual equipment
- Proficient experience in theatre and/or musical performance
- Excellent event planning skills & proven ability to meet deadlines
- Ability to safely prepare and handle food when serving others while following the New Mexico Food Handlers guidelines
- Ability of function well in a high-paced and at times stressful environment
- Previous Philmont Staff experience

Physical Requirements & Work Environment

- Vocally project through spoken word and/or singing
- Interpret and express feelings through speech, gesture, and body movement
- Work long-hours exposed to an outdoor theater/campfire environment
- Work around fumes, fire/smoke, dust, rain, and airborne particles
- Work in a loud or very loud environment
- Work with toxic or caustic chemicals
- Move and/or lift objects up to 50 pounds
- Multi-task on various simultaneous projects

Additional Information

Due to the diversity of responsibilities in the Activities Department, day to day work schedules often vary. Preference for positions will be given to those with the ability to play a musical instrument which fits into a western/folk setting. The Activities & Shows Assistant Manager will be required to assist the Activities & Shows Manager in submitting a end of season report to the Associate Director of Camping – Base Camp Operations prior to departure.

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

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.

Updated: 12/16/2021