

## POSITION DESCRIPTION

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<b>Position:</b>	Activities & Shows Staff
<b>Department:</b>	Activities & Shows
<b>Salary Level:</b>	I (General Staff)
<b>Default Housing:</b>	Tent-CHQ <i>(Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Activities & Shows Manager
<b>Desired Availability:</b>	May 26 – August 22

### 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 & Shows Staff have two primary roles. The first is the delivery of an entertaining, but meaningful opening and closing program for all participants taking part in trek programs at Philmont Scout Ranch which touches on the history of the land and the significance of the experience. Programmatically these experiences will serve as the first and last impressions of a participant's time at Philmont and can make a lasting impact. The second role is to care for the housing and recreation of staff living in base camp. This includes providing housing assignments, caring for and staffing the Silver Sage Staff Activities Center, and hosting fun and engaging staff recreation events throughout the season. This role is essential in providing a quality experience and ensuring good morale for the seasonal staff throughout the ranch.

### Primary Duties & Responsibilities

- Contribute to meaningful daily outdoor theatrical performances through acting, musical performance, and/or technical stage production
- Provide customer service to Philmont seasonal staff taking part in recreation activities including checking out cooking equipment, games, movies, sports equipment, and making reservations of rooms
- Provide customer service to Philmont seasonal staff housing concerns including making housing assignments, submitting maintenance/equipment needs, resolving housing conflicts, and assisting with housing inspections
- Assist in planning, preparation, and implementation of creative and engaging staff activities and events including Brat Day, open-mic nights, concerts, dances, sports/game tournaments, races, BBQs/cookouts, etc.

- Assist in the cleaning of all assigned facilities including, but not limited to, staff recreation areas like the Silver Sage Staff Activities Center, Baldy Pavilion, and fitness center including sweeping, mopping, scrubbing, washing, and sanitizing floors, bathrooms, counters, sinks, and other surfaces
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Proficient in musical performance, theater performance, and/or production
- Excellent event planning and execution skills
- Ability to safely prepare and handle food while serving others following New Mexico food handling regulations
- Ability to function well in a fast-paced, dynamic, and sometimes stressful environment
- Previous experience cleaning public areas in an institutional setting preferred

### 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.

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