

POSITION DESCRIPTION

Position:	Personnel Specialist
Department:	Office Support/Administration
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Seasonal Personnel Specialist (Full-Time)
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

Personnel Staff assist the Seasonal Personnel Department with a variety of human resources tasks including auditing and filing paperwork, assisting with the check-in process, and answering staff questions. Individuals who enjoy working with and helping others in a confidential and detail-oriented environment will excel in this role. This position reports directly to the Associate Director of Camping – Seasonal Personnel but will also take direction from other full-time members of the Seasonal Personnel Department including the Personnel Specialist and the Payroll Specialist.

Primary Duties & Responsibilities

- Assist the Personnel Specialist with receiving and double-checking the correctness and completeness of all onboarding documents
- Provide excellent customer service, information, and support to seasonal staff as needed
- Enter staff data, tracking of completed training, staff information changes, etc. into the Staff Gateway (Philmont's applicant tracking system and staff database)
- File onboarding documents in appropriate locations such as the physical personnel file or the specified binder or file cabinet
- Be a critical part of staff check-in by welcoming staff, ensuring all paperwork is complete and collected, issuing informational documents and permits/keys as necessary, and guiding staff through their first moments at Philmont
- Assist with the completion of Form I-9, verify acceptable Form I-9 documentation, and maintain Form I-9 filing during staff check-in

- Assist the Payroll Specialist with compiling appropriate payroll documents (Form W-4, direct deposit enrollment, bank account verification, etc.) to scan and/or enter in the payroll system
- During second seasons (Autumn and Winter) the Personnel Staff will also engage in day-to-day recruitment and hiring strategies including:
 - Seeking out and attending job fairs (virtual and in person)
 - Reviewing seasonal staff applications
 - Interviewing and hiring staff for specified departments
- Learn how to process BSA memberships (dual members vs. new members) and process in a timely manner to ensure staff are registered members for safety and liability purposes
- Recommend process improvements related to strategies, operations, data collection and entry, employee experience, company culture, etc.
- Perform additional administrative duties in the CHQ office that contribute to team success
- Support the Seasonal Personnel Department with any other duties as assigned
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Foundational knowledge of human resources policies preferred
- Exceptional customer service skills
- Excellent written and oral communication skills
- Ability to cultivate professional relationships with new and current staff members
- High standard of confidentiality of all employee records and information
- Data entry skills utilizing spreadsheets and software programs
- Ability to function well in a high-paced and at times stressful environment
- Ability to work both independently and contribute to team success
- Proficient in Microsoft Office programs (Outlook, Word, Excel)
- Willing and able to learn additional software programs
- Prior Philmont experience (participant or staff) preferred

Physical Requirements & Work Environment

- Primarily working in an office environment
- Ability to squat, stoop, or kneel for extended periods of time to access file cabinets ranging from average chest height to floor level
- Ability grasp, lift, and move files
- Ability to lift office equipment and/or supplies up to 25 pounds
- May be required to stand for long periods of time or conversely sit for long periods of time

Additional Information

This position requires a significant amount of trust and discipline due to the nature of the information and data this staff member will have access to. Only applicants with a strong respect for the privacy of others will be considered.

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