

POSITION DESCRIPTION

Position:	Assistant Camp Director
Department:	Backcountry Program
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Backcountry (Final housing assignments may differ based on availability)</i>
Reports To:	Backcountry Camp Director
Desired Availability:	May 20 – August 21

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 Assistant Camp Director manages the operation of the camp with the Camp Director and maintains a constant concern for the health, safety, welfare, and enjoyment of the campers who visit the camp. The assistant camp director monitors the camp program and service to see that every participant enjoys a quality experience.

Primary Duties & Responsibilities

- Responsible for managing the valuable resources allotted to the camp, including: Human Resources, Facilities, Food & Commissary Supplies, and Program Equipment.
- Be thoroughly familiar with Scouting aims and ideals, operate your camp in a manner that teaches and reinforces these ideals.
- Provide initial and continuous on-the-job training for all staff assigned to the camp so that each member can do any of the jobs required.
- Serve as a coach and counselor to each member of the camp staff so they effectively serve as a member of a successful team.
- Working with the Camp Director, provide a thorough and fair evaluation of each staff member in the form of performance evaluations (mid-season and final), and the Final Seasonal Staff Recommendations.
- With the staff, review Philmont policies and procedures, interdepartmental interactions, and other needs that pertain to the camp's Area of Responsibility (AOR).
- Provide a safe and fulfilling program according to the Itinerary Guidebook and Guidebook to Adventure.
- Customer service is a top priority for all participant interactions.

- Maintain a close relationship with the Backcountry Managers to ensure all needs for the camp operation are fulfilled in a timely manner.
- Maintain and properly use the radio, program equipment and all other facilities and supplies.
- Give proper attention to environmental/health issues including staff cabins, program cabins, showers, latrines, sumps, kitchen and living areas, trash disposal, campsites, water and natural features.
- Assist with camp chores – cooking, cleaning shared staff spaces, cleaning showers and latrines, checking in crews, checking trails and trail camps.
- Collaborate with liaison Ranger Trainer to build comradery and an interconnected camp staff.
- Prudently handle medical situations and risk management according to established procedures and your best judgment.
- Using the assigned format, contribute to a thorough end of season Camp Director Report that encompasses the operation of the camp for the season and makes recommendations for improvements for the next. This report is due prior to the last working day.
- Responsible for helping the Camp Director ensure all reports, program logs, inventories, and other associated paperwork for the camp are submitted in a timely manner.
- Be familiar with the current uniform or interpretive clothing requirements for your camp and enforce these requirements.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 18 years of age by the time of employment
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Staff working at **Abreu, Rayado, Beaubien, Ponil, Clarks Fork** must be a Certified Food Handler. You will be given a code to cover the cost of the class once you've been hired.
<http://newmexico.foodhandlerclasses.com> Click on the link to begin the training

Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Be capable and willing to work in all types of weather conditions at various locations
- Must be willing and capable of hiking into and out of camp for days off. May have to hike anywhere from 2 to 12 miles to get back to Base Camp or a Trailhead

Additional Information

Send inquiries to philstaff@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding 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: 7/9/2022