

POSITION DESCRIPTION

Position:	Chase Ranch Camp Director
Department:	Museum
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Backcountry (Final housing assignments may differ based on availability)</i>
Reports To:	Director of Museums
Desired Availability:	May 20 – August 31

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 Camp Director of the Chase Ranch Museum manages the operation of the camp/museum and maintains a constant concern for the health, safety, welfare, and enjoyment of all participants and visitors. The director monitors the museum program and service to see that every visitor 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.
- Responsible for managing the valuable resources which make up the Chase Ranch Museum, including: Artifacts, Archives, Structures, Vehicles and 'Image'.
- Provide initial and continuous on-the-job training for all staff assigned to the camp/museum 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.
- 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 Philmont Museum Mission, Itinerary Guidebook and Guidebook to Adventure.

- Customer service is a top priority for all visitor interactions.
- Maintain a close working relationship with the Philmont Museum Director, Museum Gift Shop Manager and Backcountry Managers to ensure all needs for the camp/museum operation are fulfilled in a timely manner.
- Maintain and properly use the radio, telephone, assigned vehicle, program equipment and all other facilities and supplies.
- Give proper attention to environmental/health issues including: program facilities, latrines, water sources, living areas, trash disposal, gardens, vehicles and natural features.
- Collaborate with liaison Ranger Trainer, Assistant Villa Curator & Philmont Museum staff to build comradery and an interconnected camp staff.
- Prudently handle medical situations, risk management and security according to established procedures and your best judgment.
- Using the assigned format, write a thorough end of season Camp Director Report that encompasses the operation of the camp/museum for the season and makes recommendations for improvements for following operations. This report is due prior to the last working day.
- Responsible for ensuring all reports, program logs, inventories, and other associated paperwork for the camp/museum are submitted in a timely manner.
- Be familiar with the current uniform requirements for your camp and enforce these requirements.
- Operate and maintain the assigned motor vehicle in a safe, efficient and professional manner.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 21 years of age by time of employment
- Secure and maintain a Philmont driving permit
- Ability to prioritize tasks and ask for help when needed
- Ability to function well with minimal supervision.

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

Additional Information

For more information about the Philmont Museums please visit: <http://www.philmontscoutranch.org/Museums>
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