

POSITION DESCRIPTION

Position:	Chase Ranch Program Counselor
Department:	Museum
Salary Level:	I (General Staff)
Default Housing:	<i>Backcountry (Final housing assignments may differ based on availability)</i>
Reports To:	Chase Ranch Camp Director
Desired Availability:	May 27 – August 20

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

A Program Counselor at the Chase Ranch Museum (camp) is responsible for cheerfully and willingly serving all Philmont participants, staff and visitors who visit the Chase Ranch. Their primary duty at this 'front country' camp/museum, is to offer a consistent, high quality program which is educational, historically accurate and entertaining. In addition to this, a Program Counselor also acts as a member of a small team by sharing the responsibilities, duties and special requests required at this museum/camp.

Primary Duties & Responsibilities

- Under the supervision of the Camp Director, complete all camp specific training (including appropriate certifications) provided during staff training week.
- Become thoroughly familiar with all information relative to the Chase Ranch Museum, so you can answer questions and consistently deliver a stimulating, informative program.
- Customer service is a top priority for all visitor interactions.
- Under the direction of the Camp Director, continue on-the-job training throughout the season, sharing your expertise with fellow staff members and learning theirs through cross training.
- Prudently handle medical situations, risk management and security per established procedures and your best judgment.
- Assist with other staff responsibilities as directed by the Camp Director to help ensure that the mission of Philmont Scout Ranch is successful.
- Maintain a clean and efficient program area.

- Assist staff in learning facts and techniques necessary to handle visitors' questions regarding Philmont, Chase Ranch history and other Philmont Museum opportunities.
- Welcome and orient visitors to the Chase Ranch Museum, answer questions to the best of your ability and assure that all visitors receive a tour which is appropriate to their needs and desires.
- Maintain and properly use the radio, telephone, assigned vehicle, program equipment, and all other facilities and supplies.
- Assist gardeners and help with grounds/landscaping duties as needed.
- Assist with camp/museum chores – including: cleaning the main house and latrine, checking in crews, basic vehicle maintenance, checking trails and trail camps.
- Monitor general equipment and supplies and inform the Camp Director of upcoming needs.
- Ensure that the Chase Ranch Main house and all 'out buildings' are secure during nonprogram hours.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 18 years of age by time of employment
- Secure and maintain a Philmont driving permit (if over 21 years of age)
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment

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