

POSITION DESCRIPTION

Position:	Infirmary Tent City Staff
Department:	Infirmary
Salary Level:	I (General Staff)
Default Housing:	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Infirmary Tent City Manager
Desired Availability:	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 Infirmary Tent City Staff member is responsible to the Infirmary Tent City Coordinator who reports to the Chief of medical services. This position provides supervision, care, and activities for Infirmary patients who are unable to participate in their program for a period of time. Infirmary Tent City staff will also assist with Medical Recheck operations, following the guidelines set forth in the Boy Scout Annual Health and Medical Record.

Primary Duties & Responsibilities

- Provide supervision to Infirmary tent city patients including assistance in following a treatment plan set by Infirmary medical staff.
- Provide medical screenings of Philmont participants to ensure that they meet the requirements set forth in the Boy Scouts annual Health and Medical record.
- Provide meaningful activities for ambulatory infirmary patients including hikes and visits to Philmont museums.
- Help keep the Infirmary, Recheck building, Infirmary tent city and staff tents clean and neat.
- Achieve an understanding and attitude among the Infirmary staff as to the responsibility Philmont has to the individuals who cannot complete some segment (large or small) of their planned experiences.
- Perform daily cleaning duties of Infirmary tent city buildings and grounds.
- Keep the Infirmary work area and personal quarters clean and neat.
- Assist with other staff responsibilities as directed by Infirmary Management to ensure that the mission of the Philmont Scout Ranch is carried out.

- Make suggestions to Infirmary Management of ways to improve the operation.
- Achieve an understanding and attitude among the Infirmary staff as to the responsibility Philmont has to the individuals who cannot complete some segment (large or small) of their planned experience.
- Help keep the Infirmary, Recheck building, Infirmary tent city and staff tents clean and neat.
- Assist with other staff responsibilities as directed by the Director of Program or the Infirmary Tent City Coordinator to ensure that the mission of the Philmont Scout Ranch is carried out.
- 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.
- Must be 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.
- Interest in the medical field and the desire to learn highly suggested

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 able to work in strenuous environments including workdays that could exceed 18 hours

Additional Information

Training opportunities are as follows: Infirmary Tent City staff will complete a 7 day training program covering the specific policies and procedures of the Philmont Infirmary, and medical requirements for Philmont participation. Infirmary Tent City staff services staff will also have the opportunity to receive training in CPR, and Wilderness first aid. Additional training opportunities may become available throughout the summer such as ridealongs with local EMS, medical lectures and continuing medical education credits may be obtained.

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: 10/5/2022