

## POSITION DESCRIPTION

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<b>Position:</b>	Mail Room Manager
<b>Department:</b>	Mail Room
<b>Salary Level:</b>	III (Coordinator/Asst. Manager)
<b>Default Housing:</b>	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Base Camp Manager
<b>Desired Availability:</b>	May 15 – 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 Mail Room Manager is responsible for the efficient operation and management of the Camping Headquarters Mail Room in conjunction with the United States Postal System through the Postmaster in Cimarron, NM. The objective is to provide an efficient postal service for campers, advisors and staff, complying with US Postal regulations. This includes the prompt and accurate delivery of mail throughout Philmont Scout Ranch.

### Primary Duties & Responsibilities

- Train, supervise, coach, and evaluate Mail Room staff in order to provide a smooth working system for receiving, delivering, and sending mail.
- Review the Mail Room Manager's report from previous seasons and learn all facets of the Mail Room operation.
- Work closely with the Cimarron post office (USPS), United Pacel Service (UPS), Federal Express (FedEx), and rural mail carriers to become familiar with postal regulations and procedures.
- Help to clean and prepare the Mail Room for operation.
- Be prepared to begin operating the Mail Room on the date specified.
- Collaborate with the Base Camp Manager and other Base Camp department managers to play an integral role in the Day 1 and Last Day operations.
- Write an end of season report and make recommendations for improvement.
- Maintain a clean, efficient Mail Room.
- Operate an efficient Mail Room according to US Postal regulations and Philmont standards.

- Utilize the talents and abilities of the Mail Room staff and help them achieve their full potential and grow over the course of the summer
- Receive, sort and promptly distribute all mail according to planned procedures.
- Promptly forward or return all unclaimed mail and packages.
- Sell stamps and answer postal inquiries.
- Ensure the accurate collection and regular reconciliation of all funds associated with the purchase/sale of stamps, postage, and packagine items.
- Write the work schedule for the Mail Room staff.
- Report maintenance needs to the appropriate personnel for the Mail Room.
- Keep track of material needs and submit them to the Associate Director of Program – Base Camp or Base Camp Manager in a timely manner.
- Provide exceptional customer service to staff and participants alike.
- Assist with other staff responsibilities as assigned to insure that the mission of Philmont Scout Ranch is carried out.
- 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
- Must be able to secure a Philmont Driving Permit
- Ability to prioritize tasks and ask for help when needed
- Ability to fuction well in a high-pace and at times stressful environment
- Supply chain/distribution/retail experience 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, sitting or crouching

### Additional Information

Send inquiries to [philstaff@scouting.org](mailto: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:** 12/16/2021