

POSITION DESCRIPTION

Position:	Mail Room Staff
Department:	Mail Room
Salary Level:	I (General Staff)
Default Housing:	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Mail Room 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 Mail Room Clerk is responsible for the efficient operation and management (including prompt delivery of all mail) 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.

Primary Duties & Responsibilities

- Under the direction of the Mail Room Manager, become familiar with Postal regulations and procedures and learn all facets of the Mail Room operation.
- Help to clean and prepare the Mail Room area for operation.
- Be prepared to begin operating the Mail Room on the date specified.
- Cooperate and work with your fellow Mail Room staff and other helpers assigned to the Mail Room to provide a smooth working system for delivering and sending mail.
- Maintain a clean, efficient Mail Room.
- Operate an efficient Mail Room according to US Postal regulations and Philmont standards.
- 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.
- Be accountable for all money and stamps handled in the Mail Room.

- 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 18 years of age by 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
- 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

Provide any additional information & generic contact information (no names or individual phone numbers/emails).

It should be noted by applicants that Philmont Scout Ranch and the surrounding area 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