

POSITION DESCRIPTION

Position:	Medical Recheck Coordinator
Department:	Infirmery
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Infirmery Manager
Desired Availability:	May 15 – 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 Infirmery 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 Medical Recheck Coordinator provides leadership to the Medical Recheck Staff and is responsible and to the Chief of Medical Services. The coordinator and the recheck staff perform medical rechecks of participants prior to beginning a trek, following the guidelines set forth in the Boy Scout Annual Health and Medical Record.

Primary Duties & Responsibilities

- Provide supervision to Medical Recheck Staff.
- Ensure that medical screenings of Philmont participants are provided properly and ensure that all participants meet the requirements set forth in the Boy Scouts annual Health and Medical record.
- Ensure that the recheck building, Infirmery tent city and staff tents are kept clean and neat.
- Achieve an understanding and attitude among the Infirmery 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 and equipment checks of required treatment
- Assist the Philmont Training Center medical staff in performing medical screenings of participants when additional help is needed.
- Keep the Infirmery work area and personal quarters clean and neat.
- Assist with other staff responsibilities as directed by Infirmery Management to ensure that the mission of the Philmont Scout Ranch is carried out.
- Make suggestions to Infirmery Management of ways to improve the operation.

- Make schedule for medical recheck staff and ensure that staffing numbers match the numbers of arriving participants.
- Perform mid-season and final evaluations of medical recheck staff and work with them to continuously improve
- 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.
- Ability to prioritize tasks and ask for help when needed.
- Ability to function well in a high-pace and at times stressful environment.
- Previous management experience as well as some medical experience is preferred.
- Previous experience on Philmont staff or on a Philmont trek is strongly preferred.

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

Training Opportunities: The Medical Recheck coordinator will attend a 1 day infirmary leadership training as well as the 1 day Philmont leadership day. The Medical Recheck Coordinator will plan and lead the 7 day recheck training program covering the specific policies and procedures of the Philmont Infirmary, and medical requirements for Philmont participation.

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: 10/6/2022