

POSITION DESCRIPTION

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| Position: | Philmont Training Center Assistant Program Director |
| Department: | Philmont Training Center |
| Salary Level: | IV (Manager/Director) |
| Default Housing: | <i>Tent-PTC (Final housing assignments may differ based on availability)</i> |
| Reports To: | Philmont Training Center Program Director |
| Desired Availability: | May 7 – August 25 |

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

Provide leadership to the Philmont Training Center programs, directing the efforts of Tent City Manager and Pony Wrangler.

Primary Duties & Responsibilities

- Ability to work independently and give leadership to the Philmont Training Center.
- Supervise the Tent City Manager and Farm Yard/Pony Wrangler to ensure high quality program delivery and customer service.
- Ability to step in and run program where necessary.
- In conjunction with the Program Director, develop and direct the program staff training week. Provide ongoing training during the summer as needed.
- Provide the leadership, example, and inspiration to develop the program staff into a positive and productive team.
- In conjunction with other leadership, give mid-season and final evaluations to all staff. Provide guidance and counseling to the staff to help them provide worthwhile and exciting programs.
- Assist in scheduling staff to program areas to fulfill program objectives.
- Make regular visits to the various program activities.
- Provide additional evening programs such as opening/closing program, cobbler night, western night, etc.
- Pay close attention to health, safety, welfare, attitude, and morale of the program staff. Take immediate action to solve problems. Enforce the policies and guidelines outlined in the Staff Guidebook.

- Write an end of the season report including inventories, evaluations, schedules, and other documents necessary to future Philmont Training Center programs.
- Supervise the use of Philmont Training Center equipment and facilities related to programs.
- Assist with other staff responsibilities as directed by the Philmont Training Center management or other Philmont management to ensure that the mission of Philmont Training Center and Philmont 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 at time of employment.
- Preferred experience supervising or managing staff.
- Preferred experience or background working with children.

Physical Requirements & Work Environment

- Must be able to obtain a Philmont driving permit during staff training
- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 50 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 outside for 8 hours a day, if necessary
- May be asked to be available on call or extend work day as needed to achieve program objectives
- Must complete assigned New Mexico Food Handler Safety Course prior to arrival; instructions for course completion will be sent in your staff packet.
- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Ensure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, find someone to help fulfill the guest's need.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.

Additional Information

For more information, call the Philmont Training Center at 575-376-2281 or send inquiries to:
philmont.trainingcenter@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