

## POSITION DESCRIPTION

---

<b>Position:</b>	Philmont Training Center COPE Assistant Director
<b>Department:</b>	Training Center
<b>Salary Level:</b>	III (Coordinator/Asst. Manager)
<b>Default Housing:</b>	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Philmont Training Center COPE Director
<b>Desired Availability:</b>	May 20 – 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

Provide supporting leadership to the Philmont Training Center COPE staff in conjunction with the COPE Director, supervising a staff of about 6 individuals. The COPE staff provides high and low ropes program to a variety of Philmont participants including crews on trek and Philmont Training Center programs, Philmont Family Adventure and support to the NAYLE program.

### Primary Duties & Responsibilities

- Supervise the COPE staff to ensure high quality program delivery.
- In conjunction with the COPE Director, develop and direct the program staff training week.
- Provide ongoing training during the season as needed.
- Provide the leadership, example, and inspiration to develop the COPE 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 the scheduling of groups as it relates to the COPE area.
- Pay close attention to health, safety, welfare, attitude, and morale of the COPE staff.
- Take immediate action to solve problems.
- Enforce the policies and guidelines outlined in the Staff Guidebook.
- Provide additional evening programs such as opening/closing program, cobbler night, western night, etc.

- Assist with other staff responsibilities as directed by the Associate Director of Program - PTC or other Philmont Management to insure that the mission of the Philmont Training Center is carried out.
- Provide the leadership, example, and inspiration to develop the COPE staff into a positive and productive team
- In conjunction with the COPE Director, supervise the COPE Staff to ensure high quality program delivery
- Provide guidance and counseling to the staff to help them provide worthwhile and exciting programs
- Assist in the scheduling of staff to cover program needs
- Pay close attention to health, safety, welfare, attitude, and morale of the staff.
- Pay close attention to health, safety, welfare, attitude, and morale of customers.
- Take immediate action to solve problems
- Enforce the policies and guidelines outlined in the Seasonal Staff Handbook
- In conjunction with the COPE Director, 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 family programs
- Assist with other staff responsibilities as directed by the PTC Director or other Philmont Management to ensure that the mission of the Philmont Training Center 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
- Ability to prioritize tasks and ask for help when needed
- Previous COPE or ropes course management experience preferred.
- Proficient supervisory and leadership skills
- Strong interpersonal and communication skills
- Ability to read, write, and interpret instructional documents such as safety rules, operating and maintenance instructions, BSA COPE and Climbing standards, and procedure manuals
- Ability to effectively communicate with customers, peers, and management
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to function well in a high-pace and at times stressful environment
- Ability to work independently and give leadership to the Philmont Training Center COPE staff
- Be COPE level 2 certified or higher (Certification offered during staff training)
- Must be able to obtain a Philmont driving permit during staff training

### Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 50 pounds throughout the scheduled workday
- Must be capable of working at heights and perform in sometimes stressful situations
- 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
- Must wear appropriate protective gear as need to perform job.
- Ability to work independently and give leadership to the Philmont Training Center COPE staff.
- Be BSA COPE level 2 certified or higher. (Certification offered during staff training)
- Must be able to obtain a Philmont driving permit during staff training
- May be required to lift and/or move objects up to 50 pounds

- Must be capable of working at heights and perform in sometimes stressful situations
- 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

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:** 7/9/2022