

POSITION DESCRIPTION

Position:	Philmont Training Center COPE Staff
Department:	Philmont Training Center
Salary Level:	I (General Staff)
Default Housing:	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Philmont Training center COPE Director
Desired Availability:	May 26 – 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

COPE Staff at Philmont Training Center provide both low and high ropes course and climbing tower experiences to a variety of Philmont guests including back country treks, Philmont Training Center conference guests, and Family Adventure Camp participants.

Primary Duties & Responsibilities

- Provide high and low ropes course program.
- 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 customers
- 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.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 18 years of age or older at time of employment.
- Strong interpersonal and communication skills
- Ability to effectively communicate with customers, peers, and management
- Ability to read, write, and interpret instructional documents such as safety rules, operating and maintenance instructions, BSA COPE and Climbing standards and procedure manuals
- Previous COPE or ropes course experience is preferred.

Physical Requirements & Work Environment

- May be required to lift and/or move objects up to 50 pounds
- Must successfully complete BSA COPE instructor training (offered during staff training).
- Must be capable of working at heights and perform in sometimes stressful situations
- Ability to effectively communicate with customers, peers, and management
- Ability to function well in a high-paced and at times stressful environment
- 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 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: 7/9/2022