

POSITION DESCRIPTION

Position:	Philmont Training Center Craft Center Staff
Department:	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 Craft Center Director
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

Provide high quality customer service to participants and staff in the Philmont Training Center Craft Center. Provide instruction in a wide variety of craft activities.

Primary Duties & Responsibilities

- Learn Philmont's point of sale system and the procedures for sales, all tenders and returns.
- Provide a high quality program to all participants including both children and adults.
- Provide instruction in a wide variety of crafts from leather work, welding, pottery, mosaics, painting, and many others.
- Pay close attention to health, safety, welfare, attitude, and morale of participants. Take immediate action to solve problems. Enforce the policies and guidelines outlined in the Participant Guidebook.
- Assist with inventories, merchandising, and monies as assigned by the Manager.
- Provide evening programs such as opening/closing program as well as support having the Craft Center open during the evenings.
- Assist with other staff responsibilities as directed by the Associate Director of Program - PTC 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 18 years of age by time of employment

- Strong interpersonal and communication skills. Ability to read, write, and interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to effectively communicate with customers, peers, and management.
- Basic math functions such as addition, subtraction, multiplication, and division. Ability to use a calculator and calculate percentages and ratios. Must be able to make change in American monetary units.
- Ability to multi-task, while being attentive to customers and remaining flexible to the needs of the store. Ability to work as part of a team and take initiative independent of direct supervision.
- Enthusiastic, friendly, and energetic with a genuine desire to provide outstanding service
- Interest in handicrafts with previous retail experience is a plus
- Must complete assigned New Mexico Food Handler Safety Course prior to arrival; instructions for course completion will be sent in your staff packet.

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
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- May be asked to be available to work long hours (12+ hours per day) if guest needs arise

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