

## POSITION DESCRIPTION

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<b>Position:</b>	Daycare Specialist at Small Fry
<b>Department:</b>	Philmont Training Center
<b>Salary Level:</b>	II (Specialists/Foremen)
<b>Default Housing:</b>	<i>Roofed-PTC (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Philmont Training Center Assistant Director
<b>Desired Availability:</b>	January 1 – December 31

### 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

The Daycare specialist takes responsibility for the wellbeing and needs of children under their care. This position will report to and work with the Philmont Training Center management to run, maintain, and develop a curriculum. Position is a Monday – Friday 7:30 am to 5:50pm with Holidays off.

### Primary Duties & Responsibilities

- Ability to work independently and give leadership to the Philmont Training Center Staff rotating through Small Fry duties.
- Collaborate with staff and supervisor to develop and implement a early childhood curriculum.
- Create a daily schedule for children and staff to follow while attending Small Fry.
- Maintain contact and communicate effectively with children's parents.
- Stay with children during meal times.
- Prepare snacks and other foods to supplement dietary needs at meal times.
- Create a weekly commissary order for food and supplies.
- Provide ongoing training during the season to new staff working in Small Fry as needed.
- Pay close attention to health, safety, welfare, attitude, and morale of the children. Take immediate action to solve problems.
- 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 safety and programs.

- Clean and maintain Small Fry during the day. Alert Management for maintenance and restock needs.
- Working hours are 7:30am-5:30pm Monday-Friday. BSA Holidays off.
- Requests off must be made a week in advance unless for an emergency.
- Assist with other staff responsibilities as directed by the Philmont Training Center management to ensure that the mission of Philmont Training Center and Philmont is carried out.
- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Previous experience with young children is required.
- Ability to work independently and give leadership to the Philmont Training Center Small Fry Center.
- 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

### Additional Information

Send inquiries to [Philmont.trainingcenter@scouting.org](mailto: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