

## POSITION DESCRIPTION

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<b>Position:</b>	Philmont Training Center Hospitality Staff
<b>Department:</b>	Philmont Training Center
<b>Salary Level:</b>	I (General Staff)
<b>Default Housing:</b>	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Philmont Training Center Hospitality Manager
<b>Desired Availability:</b>	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

Ensure conferences, family adventure program and tent cities activities are supported.

### Primary Duties & Responsibilities

- Ensure that conferences receive any support they need such as cleaning, IT support, finding needed materials, or moving furniture.
- Assist in the cleaning of all assigned facilities including, but not limited to, participant shower houses, commons areas such as East tent City, classrooms, staff recreation areas like the Philmont Training Center Staff Activities Center, and fitness center including sweeping, mopping, scrubbing, washing, vacuuming, and sanitizing floors, bathrooms, counters, sinks, and other surfaces.
- Provide guest check-in process for conferences and family adventure guests.
- Provide additional evening programs such as opening/closing program, cobbler night, western night, etc.
- Provide high quality customer service to guests and staff.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Ability to work independently.
- Ability to prioritize tasks and ask for help when needed.
- Ability to function well in a high-pace and at times stressful environment.
- 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
- Be able to work outside for 8 hours a day, if necessary
- Exposure to potentially hazardous materials which requires following basic safety precautions
- Exposure to extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises
- 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](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