

POSITION DESCRIPTION

Position:	Philmont Training Center Quartermaster
Department:	Philmont Training Center
Salary Level:	Volunteer
Default Housing:	<i>Roofed-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Philmont Training 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

The Quartermaster is the liaison between Philmont Training Center management and the conferences. This position supports the success of the conferences and their faculty by coordinating the flow of information, materials and tasks.

Primary Duties & Responsibilities

- Assist with check-in process for both conference faculty and participants.
- Coordinate and assist with conference events such as faculty appreciation dinner.
- Receive requests from conferences to obtain supplies, facility use, or information. Within the abilities of the Training Center to supply or provide those requests, strive to deliver in timely manner.
- Take immediate action to solve problems.
- Supervise the use of Philmont Training Center equipment and facilities related to programs.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Excellent customer service and organizational skills.
- 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

- Be able to lift and handle materials up to 50 pounds throughout the scheduled workday.
- May be asked to be available on call or extend work day as needed to achieve program objectives.

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: 10/6/2022