

## POSITION DESCRIPTION

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<b>Position:</b>	Philmont Training Center Staff Tent City Manager
<b>Department:</b>	Philmont Training Center
<b>Salary Level:</b>	III (Coordinator/Asst. Manager)
<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

The PTC Staff Tent City Manager has two primary roles. The first is to care for the housing and recreation of staff living at the Philmont Training Center. This includes caring for and staffing the Philmont Training Center Staff Activities Center, and hosting fun and engaging staff recreation events throughout the season. This role is essential in providing a quality experience and ensuring good morale for the seasonal staff throughout the ranch. To achieve this role will require cooperation and coordination with other ranch departments and positions including Philmont Training Center Assistant Program Director, Philmont Activities Events Specialist, and others. The second role is to be a member of the Philmont Training Center Hospitality staff and be an effective team member to achieve the goals and mission of the team.

### Primary Duties & Responsibilities

- Plan and implement various Philmont staff activities, special functions, and events such as open-mic nights, sports tournaments, movie nights, etc
- Develop and implement a daily cleaning schedule rotation for the Philmont Training Center Staff Activity Center, Philmont Training Center Fitness Center, and Philmont Training Center Staff shower house buildings.
- Monitor and enforce Philmont staff policies.
- Assist in the cleaning of all assigned facilities including, but not limited to, staff recreation areas like the Philmont Training Center Staff Activities Center, and fitness center including sweeping, mopping, scrubbing, washing, and sanitizing floors, bathrooms, counters, sinks, and other surfaces.
- Maintain and keep track of equipment and supplies used for events.

- Report maintenance needs to the appropriate personnel for the PTC SAC, Fitness Center, and staff tent city.
- Assist in keeping track of material needs and submit Material Request Forms to the PTC Hospitality Manager in a timely manner.
- 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.
- Excellent event planning and execution skills
- 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.
- 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
- 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.
- Work with 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 needs arise.
- May be asked to be available on call or extend work day as needed to achieve program objectives
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Multi-task on various simultaneous projects

### 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:** 10/6/2022