

POSITION DESCRIPTION

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| Position: | Hunting Lodge Program Counselor |
| Department: | Backcountry Program |
| Salary Level: | I (General Staff) |
| Default Housing: | <i>Backcountry (Final housing assignments may differ based on availability)</i> |
| Reports To: | Backcountry Camp Director |
| Desired Availability: | May 27 – August 21 |

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 Program Counselor is responsible for cheerfully and willingly serving as a member of a specific camp, whose objective is to serve the campers and advisors who come to Philmont. Your primary duty is to help make the program at your camp meet the high expectations of those who participate and help fulfill the entire workload of the camp.

Primary Duties & Responsibilities

- At the direction and supervision of the Camp Director, participate in the specialized program training during staff training week.
 - You will learn how to properly portray your character of the Phillips Family in 1941.
 - You will receive instruction on how to safely conduct biscuit making.
 - You will learn how to give a home tour in a period correct manner.
- Become thoroughly familiar with all information relative to the program specialty, so you can answer questions and deliver a stimulating and informative program of consistently high quality.
- Under the direction of the Camp Director, continue on-the-job training throughout the season, sharing your expertise with fellow staff members and learning theirs through cross training.
- Present programs on time with all materials on hand, ready to go.
- Present a program that imparts useful knowledge that supports aims and objective of the Boy Scouts of America and is fun, challenging, stimulating and safe.
- Maintain a clean and efficient program area.
- Check material frequently and keep the Camp Director informed of any supplies needed.

- Ensure proper use, security, and care of program equipment. The Program Counselor is personally responsible for all equipment checked out to the camp.
- Help your Camp Director compile information for an end of season report from your observations and knowledge of the program(s).
- Assist with camp chores – cooking, cleaning shared staff spaces, cleaning showers and latrines, checking in crews, checking trails and trail camps. Chatting with campers and advisors – a great deal of time is spent on this.
- Assist with other staff responsibilities as directed by the Camp Director to ensure that the mission of the Philmont Scout Ranch 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 the time of employment
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Must be Certified Food Handler. You will be given a code to cover the cost of the class once you've been hired. <http://newmexico.foodhandlerclasses.com> Click on the link to begin the training

Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Be capable and willing to work in all types of weather conditions at various locations
- Must be willing and capable of hiking into and out of camp for days off. May have to hike anywhere from 2 to 12 miles to get back to Base Camp or a Trailhead

Additional Information

Send inquiries to philstaff@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: 10/10/2022