

## POSITION DESCRIPTION

---

<b>Position:</b>	Registration Specialist
<b>Department:</b>	Office Support/Administration
<b>Salary Level:</b>	II (Specialists/Foremen)
<b>Default Housing:</b>	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Registration Manager
<b>Desired Availability:</b>	May 20 – 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 Philmont Registration Specialist conducts the final financial settlements for groups and individuals registered for Camping Department programs and maintains the prescribed substantiating records.

### Primary Duties & Responsibilities

- Keep accurate and systematic records of payments of fees, transportation, extra meals and lodging, etc. made by any participant or visitor.
- Work in cooperation with the Logistics department and Welcome Center in keeping informed of all groups arriving and departing in order to collect correct amount of fees and other charges.
- Meet with advisors of groups and individuals upon arrival and review their charges with them; make arrangements for collection of monies prior to departure dates.
- Prepare accounting and attendance reports as directed.
- Follow the policies and procedures of Philmont relative to fees and other charges. Make no exception without approval of the Director of Camping and/or Camping Registrar.
- Where deemed necessary, work directly with the Director of Camping to receive assistance in making administrative decisions and policy interpretations.
- Work in cooperation with all departments and personnel to assure maximum benefits to all participants.
- Assist with other staff responsibilities as directed by the Camping Registrar and/or Director of Camping to insure 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 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
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Strong attention to detail
- Proficient computer skills, ability to operate general office equipment, and familiarity with Microsoft Office 365 programs

## Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 40 pounds throughout the scheduled workday
- Up to 75% of the workday could be spent standing, walking, bending, stooping, kneeling, sitting or crouching
- Subject to repetitive movements while operating a computer and other office equipment

## Additional Information

Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding 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:** 3/7/2022