

POSITION DESCRIPTION

Position:	Safekeeping & File Clerk
Department:	Office Support/Administration
Salary Level:	I (General Staff)
Default Housing:	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Registration Manager
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 Registration Safekeeping Clerk is directly responsible to the Camping Registrar and will assist in maintaining an efficient and business-like operation of the Camping Department Office.

Primary Duties & Responsibilities

- Assist the Camping Registrar in maintaining records as required. In the Registrar's absence, report directly to the Registration Manager for guidance.
- Assist with duplication of materials and assembly of information packets deemed necessary for the efficient operation of the Camping Department.
- Assist the Camping Registrar in maintaining an accurate check-out procedure for all participants in Philmont Camping programs.
- Maintain accurate and systematic records as required, as well as proper accounting of all monies received.
- Follow the policies and procedures of Philmont relative to fees and other charges.
- Work the established duty schedule as determined by service needs. As a general rule, the required work week will include Saturdays and Sundays.
- Keep records of payments from special groups, visitors, guest meals and lodging, extra photographs, etc.
- Assist with other staff responsibilities as directed by the Camping Registrar and/or Director of Program 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

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: 7/9/2022