

POSITION DESCRIPTION

Position:	Security Specialist
Department:	Security
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Security Manager
Desired Availability:	May 26 – August 16

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 Scouting 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 Scouting America Annual Health and Medical Record (Parts A, B, & C) 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

Under the general direction of the Security Manager, perform the functions required in maintaining security services of the Camping Headquarters and Training Center designed for protection of people and property in keeping with the aims, ideals, and policies of Scouting America.

Primary Duties & Responsibilities

- Participate fully in staff training and learn in detail the areas of Camping Headquarters and Training Center, including facilities and their use, and staff living areas.
- Cooperate with staff members from other services that may, from time to time, be assigned to assist in security functions. Supervise where necessary.
- Demonstrates respect and courtesy to other Philmont staff members and all participants.
- Approach all observed violations in a mature, thorough, and firm manner being mindful of the spirit of service to others. Report violations to the Security Manager or, in that person's absence, directly to the appropriate authority and assist in the follow-up as necessary.
- Assist in maintaining the Lost & Found system according to established procedures.
- Assist in maintaining the locker storage system and issuance of keys.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 21 years of age by time of employment
- Must be able to secure a Philmont driving permit.

- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment

Physical Requirements & Work Environment

- Must meet Scouting America 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

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 Scouting 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: 11/18/2024