

## POSITION DESCRIPTION

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<b>Position:</b>	Shooting Sports Manager
<b>Department:</b>	Backcountry
<b>Reports To:</b>	Camp Director
<b>Desired Availability:</b>	May 23 – August 21

### Philmont Standards

- Must be at least 18 years of age by start of employment; some positions require a minimum age of 21 by start of employment
- 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 completed BSA Annual Health and Medical Record to the Infirmary upon arrival
- 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 Shooting Sports Manager is responsible for cheerfully and willingly serving as a member of the Ponil Staff, whose objective is to serve the campers and advisors who come to Philmont. The primary duty of the role is to manage the shooting sports and Cowboy Action Shooting programs at Ponil. This position manages a team of shooting sports staff members and reports directly to the Camp Director of Ponil.

### Primary Duties & Responsibilities

- Gives leadership to a team of shooting sports Program Counselors to safely deliver the Cowboy Action Shooting programs at Ponil, including the following tasks:
  - Shooting sports activities at Ponil are dictated by the camp's SOPs; Become familiar with all SOPs prior to any participant activity
  - Present Range Safety Briefings prior to all shooting sports activities
  - Ensure ranges and firearms are safe to utilize prior to all shooting sports activities
  - Demonstrate proper usage, and operation of all firearms and proper shooting positions to ensure a safe and memorable experience
  - Ensure all shooting logbooks, participant logbooks, and firearm logs are completed daily
  - Daily cleaning, inspection, and logging of shots for all firearms is required
- Responsible for ensuring proper range safety procedures are stressed to each camper before any shooting activity takes place and that these procedures are followed implicitly by all shooting sports staff members for the safe enjoyment of everyone
- Present shooting sports 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
- Responsible for managing the valuable resources allotted to the camp, including all program equipment related to shooting sports activities (Firearms, ammunition, cleaning supplies, targets, range equipment, etc.)
- Check material needs frequently and keep the Camp Director informed of any supplies needed so they are ordered in a timely manner
- Ensure proper use, security, and care of all shooting sports program equipment
- Under the direction of the Camp Director, continue on-the-job training throughout the season, sharing expertise with fellow staff members and learning through cross training
- Help Camp Director compile information for an end of season report from observations and knowledge of the program(s)
- Give leadership and assist with all camp chores – cleaning showers and latrines, checking in crews, checking trails and trail camps, etc.
- Assist with other staff responsibilities as directed by the Camp Director to ensure that the mission of the Philmont Scout Ranch is carried out

### Qualifications/Experience

- Must be 21 years of age prior to the beginning of the staff training period
- Experience in all shooting sports disciplines offered at Ponil is required, including rifle, shotgun, and pistol shooting (This can be personal or previous summer camp experience)
- Previous backcountry shooting sports staff experience at Philmont is preferred
- Complete all specialized program training during staff training week, including all required NRA Range Safety and Instructor Certification courses for Rifle, Pistol, and Shotgun Shooting
- Previous leadership experience in a camp or Scouting setting is also preferred
- Ability to function well in a high-paced and at times stressful environment

### Physical Requirements & Work Environment

- The Shooting Sports Manager position operates in the backcountry at Ponil camp
- Physically able to hike and meet backcountry hiking requirements (The range is half a mile from Ponil camp and will require hiking to and from the job site daily)
- Hiking will also be required to assist the camp in managing the Area of Responsibility for campsite inspections, emergency response, crew support, etc.
- Must be able to lift and handle materials up to 70 lbs.

### Additional Information

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

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**Updated:** 8/18/2020