

POSITION DESCRIPTION

Position:	Tooth of Time Traders Countdown Specialist
Department:	Tooth of Time Traders
Salary Level:	I (General Staff)
Default Housing:	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Tooth of Time Traders Countdown Lead
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 Tooth of Time Traders is where the ultimate magic of Philmont comes to life through our merchandise and our Countdown Specialist is vital to delivering customer service that offers a distinctive shopping experience and drives sales results of over \$3.5 million annually. While all positions within Philmont require working as part of a team to meet department and ranch objectives, your individual responsibilities as a Countdown Specialist include demonstrating outstanding customer service and selling skills, keeping sales records, training and working with store clerks to run point of sale accurately and working with backcountry store staff remotely to verify countdowns.

Primary Duties & Responsibilities

- Strong interpersonal and communication skills. Ability to read, write, and interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively communicate with customers, peers, and management.
- Basic math functions such as addition, subtraction, multiplication, and division. Ability to use a calculator and calculate percentages and ratios. Must be able to make change in American monetary units.
- Count, verify, record and report daily sales of all areas of Tooth of Time Operations
- Prepare daily reports for accounting drops/pick-ups for store and backcountry operations
- Maintain change, laundry, and vending machines across Philmont including troubleshooting and monitoring change levels
- Train store staff how to use Point of Sale to record sales and process all types of tender, including during power outage

- Adhere to Loss Prevention and inventory control and compliance procedures.
- Assist with inventories, merchandising, and monies as assigned by the Manager.
- 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
- Previous money handling experience required
- Previous retail, countdown, or banking experience preferred

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
- Area of work is centered around countdown office within Tooth of Time Traders, but also includes two laundromats and numerous vending machines in base camp as well as 5 backcountry locations
- Will work directly with all 50+ members of the Tooth of Time Traders operations
- Up to 90% of the workday could be spent sitting, 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 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: 7/9/2022