

POSITION DESCRIPTION

Position:	Volunteer Docent
Department:	Museum
Salary Level:	Volunteer
Default Housing:	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Museum Specialist
Desired Availability:	January 15 – December 14

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

This is a VOLUNTEER position. We ask that you have 4-12 consecutive days of availability during the summer season. The primary function of a National Scouting Museum Docent is to offer personal assistance to our visitors while they are in the museum’s exhibit galleries, library, and public areas. Exhibit subjects include everything from BSA and OA history to Native American culture, western expansion, fire ecology, and even artwork. Docents need not “know it all”, but a good understanding of BSA history is valuable.

Primary Duties & Responsibilities

- Familiarity with current Docent Manual (which is provided prior to arrival)
- Welcome and provide basic orientation and directions to visitors
- Answer questions and provide brief program to museum visitors in the Lobby & Exhibit galleries
- Assist with Scouting Heritage Merit Badge requests
- Research subjects covered in the exhibits in order to be able to provide the above duties
- Assist visitors in the Seton Library, when necessary.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Docents should have a good understanding of the Scouting program including Aims & Methods, rank advancement and importance of the “Outdoor Classroom” (Experience as a Scout leader is greatly beneficial)
- Basic knowledge of 20th century American history
- Great public communication skills and cheerful disposition

- K-12 educational experience is a huge plus!

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 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Work environment is inside an air-conditioned building with concrete floors and carpet
- Docents must be able to move about the museum under their own power/control for ~8 hrs/day
- Docents must be able to carry on a conversation with visitors of all ages

Additional Information

Docents are asked to be on site for a minimum of 4 consecutive days but no more than 12. Typically, this is a 7-day volunteer position per season, however this is adjustable based on availability and need. For more information about the Philmont Museums please visit: <http://www.philmontscoutranch.org/Museums>. 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