

## POSITION DESCRIPTION

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|-----------------------|------------------------------------------------------------------------------|
| Position:             | Security Assistant Manager                                                   |
| Department:           | Security                                                                     |
| Salary Level:         | III (Coordinator/Asst. Manager)                                              |
| Default Housing:      | <i>Tent-CHQ (Final housing assignments may differ based on availability)</i> |
| Reports To:           | Security Manager                                                             |
| Desired Availability: | May 15 – August 18                                                           |

### 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

Assist / coordinate with the Security Manager to provide security services for Camping Headquarters and Training Center designed for the protection of people and property in support of the aims, ideals and policies of Scouting America.

### Primary Duties & Responsibilities

- Assist the Security Manager to design and maintain a security program wherein twenty-four hour, seven days a week surveillance and observation is achieved within the limits of the manpower of the Security staff.
- Assist the Security Manager with training and supervision of the security staff.
- Cooperate with all members of the Philmont Management team (year-round) and solicit their support, assistance and approval in any matters involving possible use of law enforcement.
- Approach all observed violations in a mature, thorough and firm manner. Report violations involving employed personnel to appropriate supervisors for action and assist as needed in any follow-up. Report other violations to the appropriate authority and assist in follow up as needed.
- Maintain the storage locker system and issuance of keys.
- Maintain the lost & found system, properly accounting for all items and making full effort to see that items identifiable are returned to rightful owner. Items not identifiable are to be secure from pilferage.
- Assist the Security Manager with information needed to write an end of season report. Make recommendations for improving the operation.
- Complete other duties as assigned by direct supervisor or ranch management as required

## Desired Qualifications & Experience

- Must be 21 years of age at 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

- Be able to lift and handle materials up to 70 pounds through the scheduled workday.
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching.

## Additional Information

Send all inquiries to [philstaff@scouting.org](mailto: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 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:** 8/27/2026