

POSITION DESCRIPTION

Position:	Autumn Philmont Training Center Coordinator
Department:	Training Center
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Philmont Training Center Program Administration Specialist
Desired Availability:	September 5 – October 31

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

Provide leadership to the Philmont Training Center programs, directing the efforts of the Autumn Philmont Training Center Staff.

Primary Duties & Responsibilities

- Supervise the Family Adventure Camp and Conference Program Staff.
- Develop and direct the program staff training week. Provide ongoing training during the summer as needed.
- Provide the leadership, example, and inspiration to develop the program staff into a positive and productive team.
- In conjunction with other leadership, give mid-season and final evaluations to all directly reporting staff.
- Provide guidance and counseling to the staff to help them provide worthwhile and exciting programs.
- Supervise the scheduling of family programs, staff duties, transportation, and activities.
- Ability to step in and run program where necessary.
- Make regular visits to the various program activities.
- Pay close attention to health, safety, welfare, attitude, and morale of the program staff. Take immediate action to solve problems. Enforce the policies and guidelines outlined in the Staff Guidebook.
- Develop a good working relationship with other Philmont staff leaders. Especially with those we collaborate with to deliver program.

- Supervise the writing and filing of reports, inventories, evaluations, schedules, and other documents necessary to future Philmont Training Center programs. Supervise the use of Philmont Training Center equipment and facilities related to family programs.
- Assist with other staff responsibilities as directed by the Associate Director of Program - PTC or other Philmont Management to ensure that the mission of the Philmont Training Center is carried out.
- 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
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Ability to work independently and give leadership to the Philmont Training Center Program Team
- Be able to obtain a Philmont driver's license
- Must complete assigned New Mexico Food Handler Safety Course prior to arrival; instructions for course completion will be available during onboarding

Physical Requirements & Work Environment

- Must meet the Scouting America height/weight requirements
- Be able to lift and handle materials up to 50 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Be able to work outside for 8 hours a day, if necessary

Additional Information

For more information, call the Philmont Training Center at 575-376-2281 or send inquiries to: philmont.trainingcenter@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: 9/14/2026