

**ASSISTANT CAMP DIRECTOR
POSITION DESCRIPTION****POSITION CONCEPT**

The Assistant Camp Director manages the operation of the camp with the Camp Director and maintains a constant concern for the health, safety, welfare, and enjoyment of the campers who visit the camp. The assistant camp director monitors the camp program and service to see that every participant enjoys a quality experience. This position reports to the Camp Director.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedure of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.
- Staff working at **Abreu, Zastrow, Rayado/Kit Carson, Beaubien, Ponil, Clarks Fork** must be a Certified Food Handler. <http://newmexico.foodhandlerclasses.com/> Click on the link to begin the training. The cost for the training is \$7. You will be reimbursed after presenting the certificate during staff check in at Camping Headquarters.

PRINCIPLE RESPONSIBILITIES

- Responsible for managing the valuable resources allotted to the camp, including: Human Resources, Facilities, Food & Commissary Supplies, and Program Equipment.
- Be thoroughly familiar with Scouting aims and ideals, operate your camp in a manner that teaches and reinforces these ideals.
- Provide initial and continuous on-the-job training for all staff assigned to the camp so that each member can do any of the jobs required.
- Serve as a coach and counselor to each member of the camp staff so they effectively serve as a member of a successful team.
- Working with the Camp Director, provide a thorough and fair evaluation of each staff member in the form of performance evaluations (mid-season and final), and the Final Seasonal Staff Recommendations.
- With the staff, review Philmont policies and procedures, interdepartmental interactions, and other needs that pertain to the camp's Area of Responsibility (AOR).
- Provide a safe and fulfilling program according to the Itinerary Guidebook and Guidebook to Adventure.
- Customer service is a top priority for all participant interactions.

- Maintain a close relationship with the Backcountry Managers to ensure all needs for the camp operation are fulfilled in a timely manner.
- Maintain and properly use the radio, program equipment and all other facilities and supplies.
- Give proper attention to environmental/health issues including staff cabins, program cabins, showers, latrines, sumps, kitchen and living areas, trash disposal, campsites, water and natural features.
- Collaborate with liaison Ranger Trainer to build comradery and an interconnected camp staff.
- Prudently handle medical situations and risk management according to established procedures and your best judgment.
- Using the assigned format, contribute to a thorough end of season Camp Director Report that encompasses the operation of the camp for the season and makes recommendations for improvements for the next. *This report is due prior to the last working day.*
- Responsible for helping the Camp Director ensure all reports, program logs, inventories, and other associated paperwork for the camp are submitted in a timely manner.
- Be familiar with the current uniform or interpretive clothing requirements for your camp and enforce these requirements.
- Perform any other duties as assigned to insure that the mission of Philmont Scout Ranch is carried out.