

**LEAD SEASONAL REGISTRAR
POSITION DESCRIPTION**

POSITION CONCEPT

The Lead Seasonal Registrar gives leadership to Seasonal Registrars, and the Safekeeping Clerk. The Philmont Camping Registrar conducts the final financial settlements for groups and individuals registered for Camping Department programs and maintains the prescribed substantiating records. The Lead Seasonal Registrar is directly responsible to the Camping Registrar.

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 procedures 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 21 years of age by time of employment.

PRINCIPAL RESPONSIBILITIES

- Lead Seasonal Registrar is responsible for the training of the other Registrars and Safekeeping Clerk. Will assist in scheduling of registration staff.
- Keep accurate and systematic records of payments of fees, transportation, extra meals and lodging, etc. made by any participant or visitor.
- Work in cooperation with the Logistics department and Welcome Center in keeping informed of all groups arriving and departing in order to collect correct amount of fees and other charges.
- Meet with advisors of groups and individuals upon arrival and review their charges with them; make arrangements for collection of monies prior to departure dates.
- Prepare accounting and attendance reports as directed. Receive and balance cash from Photo sales and Safekeeping.
- Follow the policies and procedures of Philmont relative to fees and other charges. Make no exception without approval of the Director of Program and/or Camping Registrar.
- Where deemed necessary, work directly with the Director of Program to receive assistance in making administrative decisions and policy interpretations.

- Work in cooperation with all departments and personnel to assure maximum benefits to all participants.
- Assist with other staff responsibilities as directed by the Camping Registrar and/or Director of Program to insure that the mission of the Philmont Scout Ranch is carried out.