

**INFIRMARY MEDICAL RECHECK COORDINATOR  
POSITION DESCRIPTION**

**Department:** Infirmary

**Reports to:** Chief of Medical Services

**Typical Dates of Employment:** May 15 (slightly flexible) – August 20

**POSITION CONCEPT**

The Medical Recheck Coordinator provides leadership to the Medical Recheck Staff and is responsible and to the Chief of Medical Services. The coordinator and the recheck staff perform medical rechecks of participants prior to beginning a trek, following the guidelines set forth in the Boy Scout Annual Health and Medical Record.

**PHILMONT REQUIREMENTS**

- Be over 21 years old.
- Provide an Annual Health and Medical Record upon arrival at Philmont.
- Be able to work in strenuous environments, including workdays often in excess of 12 hours and performing repetitive task during the work day, while maintaining a high degree of accuracy and efficiency.
- Exemplify the rules, regulations, policies and procedures which are described in the Philmont Staff Guidebook and presented during staff training.
- Maintain a clean and approachable look, adhering to the standards for personal appearance described in the Philmont Staff Guidebook.
- Pass a pre-employment background check
- Provide 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.
- Present oneself to every participant and guest as clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all Boy Scout, Philmont, and Infirmary policies pertaining to medical clearance of Philmont participants.
- Achieve an understanding and attitude among the Infirmary staff as to the responsibility Philmont has to the individuals who cannot complete some segment (large or small) of their planned experience.
- Help keep the Infirmary, Recheck building, Infirmary tent city and staff tents clean and neat.
- Assist with other staff responsibilities as directed by the Medical Services Director to insure that the mission of the Philmont Scout Ranch is carried out.

**DESIRED EXPERIENCE**

Previous management experience as well as some medical experience is preferred.

Previous experience on Philmont staff or on a Philmont trek is strongly preferred.

## PRINCIPLE RESPONSIBILITIES

- Provide supervision to Medical Recheck Staff.
- Ensure that medical screenings of Philmont participants are provided properly and ensure that all participants meet the requirements set forth in the Boy Scouts annual Health and Medical record.
- Ensure that the recheck building, Infirmary tent city and staff tents are kept clean and neat.
- Achieve an understanding and attitude among the Infirmary staff as to the responsibility Philmont has to the individuals who cannot complete some segment (large or small) of their planned experiences.
- Perform daily cleaning duties and equipment checks of required treatment
- Assist the Philmont Training Center medical staff in performing medical screenings of participants when additional help is needed.
- Keep the Infirmary work area and personal quarters clean and neat.
- Assist with other staff responsibilities as directed by Infirmary Management to insure that the mission of the Philmont Scout Ranch is carried out.
- Make suggestions to Infirmary Management of ways to improve the operation.
- Make schedule for medical recheck staff and ensure that staffing numbers match the numbers of arriving participants.
- Perform mid-season and final evaluations of medical recheck staff and work with them to continuously improve.

## TRAINING OPPORTUNITIES

The Medical Recheck coordinator will attend a 1 day infirmary leadership training as well as the 1 day Philmont leadership day. The Medical Recheck Coordinator will plan and lead the 7 day recheck training program covering the specific policies and procedures of the Philmont Infirmary, and medical requirements for Philmont participation.

## ADDITIONAL INFORMATION

Philmont Scout Ranch: <https://youtu.be/xhtlSZLkDMg>

Seasonal Employment Opportunities: <https://youtu.be/vnvPqUy50Bq>

Philmont Infirmary: <https://youtu.be/iF7ZILrHvk>

For questions about this position and other Infirmary jobs, contact:

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