

**INFIRMARY TENT CITY COORDINATOR
POSITION DESCRIPTION**

Department: Infirmary

Reports to: Chief of Medical Services

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

POSITION CONCEPT

The Infirmary Tent City Coordinator provides leadership to the Infirmary tent city operation and the Infirmary tent City staff, and reports to the Chief of Medical services. The Infirmary Tent City coordinator and the Tent City staff provide supervision, care and activities for Infirmary patients who are unable to rejoin their crew on the trail, and helps to arrange transportation to patients who are able to rejoin crews on the trail.

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.

SPECIFIC JOB REQUIREMENTS

- Provide an Annual Health and Medical Record upon arrival at Philmont.
- Be familiar with and uphold the Infirmary tent city guidelines and BSA youth protection policies.
- 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.
- 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 at all times. Report any maintenance needs to the Chief of Medical Services.
- Assist with other staff responsibilities as directed by the Director of Program and the Chief of Medical Services 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 Tent City staff.
- Ensure that Philmont patients are supervised properly and ensure that all participants have proper supervision and have the best environment possible to recover.
- Ensure that the Infirmary Tent City, Infirmary Tent City Shower house 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.
- Supervise Medical Recheck staff and Infirmary Tent City staff in their daily duties to meet the goals of the Philmont Infirmary.
- 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 and Chief of Medical Services of ways to improve the operation.
- Make schedule for Infirmary tent city and medical recheck staff and ensure that staffing numbers match the needs to provide supervision.
- Perform mid-season and final evaluations of Medical Tent City staff and work with them to continuously improve.

TRAINING OPPORTUNITIES

The Medical Tent City coordinator will attend a 1 day infirmary leadership training as well as the 1 day Philmont leadership day. The Medical Tent City 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/xhtISZLkDMg>

Seasonal Employment Opportunities: <https://youtu.be/vnvPqUy50Bg>

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

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

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