

**MAIL ROOM CLERK
POSITION DESCRIPTION**

POSITION CONCEPT

The Mail Room Clerk is responsible for the efficient operation and management (including prompt delivery of all mail) of the Camping Headquarters Mail Room in conjunction with the United States Postal System through the Postmaster in Cimarron, NM. The objective is to provide an efficient postal service for campers, advisors, and staff, complying with US Postal regulations. This position is directly responsible to the Mail Room Manager.

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.

PRINCIPLE RESPONSIBILITIES

- Learn all facets of the Mail Room operation.
- Under the direction of the Mail Room Manager, become familiar with Postal regulations and procedures.
- Help to clean and prepare the Mail Room area for operation.
- Be prepared to begin operating the Mail Room on the date specified.
- Cooperate and work with your fellow Mail Room staff and other helpers assigned to the Mail Room to provide a smooth working system for delivering and sending mail.
- Be able to lift and handle materials up to 70 pounds.

DAILY OPERATION

- Maintain a clean, efficient Mail Room.
- Operate an efficient Mail Room according to US Postal regulations and Philmont standards.
- Receive, sort and promptly distribute all mail according to planned procedures.
- Promptly forward or return all unclaimed mail and packages.
- Sell stamps and answer postal inquiries.
- Be accountable for all money and stamps handled in the Mail Room.
- Assist with other staff responsibilities as assigned to insure that the mission of Philmont Scout Ranch is carried out.