

**SECURITY STAFF
POSITION DESCRIPTION**

POSITION CONCEPT

Under the general direction of the Security Manager, perform the functions required in maintaining security services of the Camping Headquarters and Training Center designed for protection of people and property in keeping with the aims, ideals and policies of the Boy Scouts of America.

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.

PRINCIPLE RESPONSIBILITIES

- Participate fully in staff training and learn in detail the areas of Camping Headquarters and Training Center, including facilities and their use, and staff living areas.
- Cooperate with staff members from other services that may, from time to time, be assigned to assist in security functions. Supervise where necessary.
- Demonstrates respect and courtesy to other Philmont staff members and all participants.
- Approach all observed violations in a mature, thorough and firm manner being mindful of the spirit of service to others. Report violations to the Security Manager or, in that person's absence, directly to the appropriate authority and assist in the follow-up as necessary.
- Assist in maintaining the Lost & Found system according to established procedures.
- Assist in maintaining the locker storage system and issuance of keys.
- Submit a completed Philmont Health and Medical Form, meet the Height/Weight Requirements for backcountry participation, and be able to lift and handle materials up to 70 pounds.
- Must be able to secure a Philmont driving permit.
- Perform other duties as assigned.

SPECIAL RESPONSIBILITIES

Respond to the schedule designed by the Security Manager to assist in special transportation needs as defined by Logistics.