

## POSITION DESCRIPTION

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<b>Position:</b>	Welcome Center Volunteer
<b>Department:</b>	Welcome Center
<b>Salary Level:</b>	Volunteer
<b>Default Housing:</b>	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Welcome Center Manager
<b>Desired Availability:</b>	May 20 – August 12

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of Scouting America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current Scouting America Annual Health and Medical Record (Parts A, B, &C) to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

The Welcome Center Volunteer is responsible for assisting in the operation of the Welcome Center where participants in individual and crew treks arrive, depart for the trail, and leave for home as well as the trailbound and homebound tent cities where they reside.

### Primary Duties & Responsibilities

- Greet and welcome all participants and visitors as they arrive at Philmont and bid groups farewell as they depart Philmont.
- Operate the Welcome Center in a courteous and efficient manner.
- Assist in the upkeep of the Advisors Lounge building. Make certain that advisors feel welcome in the lounge and at Philmont.
- Provide exceptional customer service to staff and participants alike.
- Utilize the Philmont Roster & Arrival Gateway for crew tracking.
- Maintain a presence at the Welcome Center by greeting as many Trailbound and Homebound crews every day as possible. Visit with crews leaving for home to thank them for coming, wish them a safe trip home and invite them to come back soon.
- Maintain an up-to-date chart of tent assignments for all crews in Trailbound and Homebound Tent City.
- Phone arrival information to the Ranger Office, Seasonal Registration, and Logistics to verify the number of advisors and campers with each contingent.
- Supervise the parking of vehicles so traffic can flow smoothly and safely.

- Ensure the Welcome Center office, pavilion, and restrooms as well as the Advisors Lounge are clean.
- Assist with the cleaning of showerhouses and other participant facing facilities.
- Assist with the safe loading of buses for starting camps and town so they can maintain their schedules.
- Distribute information on check-out procedures to all departing crews.
- See that all crews leave their tent area clean.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 18 years of age by time of employment.
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment

### Physical Requirements & Work Environment

- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 75% of the workday could be spent standing, walking, bending, stooping, kneeling, sitting, or crouching

### Additional Information

We ask that Volunteers be available for at least 10 consecutive days during the summer. Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and Scouting America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 11/18/2024