

POSITION DESCRIPTION

Position:	Infirmary Tent City Manager
Department:	Infirmary
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Infirmary Manager
Desired Availability:	May 20 – August 16

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 the 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 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.

Primary Duties & Responsibilities

- Provide cheerful, helpful and efficient service to all Philmont guests. Ensure that all participants have an enjoyable experience. When possible, solve their needs and concerns; when not possible, steer them to someone who can.
- 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. 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 the Infirmary Management and Chief of Medical Services of ways to improve the operation.
- Make schedules 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.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 21 years of age by the time of employment.
- Previous management experience as well as some medical experience is preferred.
- Previous experience on Philmont staff or on a Philmont trek is strongly preferred.
- Ability to prioritize tasks and ask for help when needed.
- Ability to function well in a high-pace and at times stressful environment.
- Must be Certified Food Handler. You will be given a code to cover the cost of the class once you've been hired. <http://newmexico.foodhandlerclasses.com> Click on the link to learn more.

Physical Requirements & Work Environment

- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

Additional Information

Training opportunities are as follows: 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. Send inquiries to 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: 12/5/2024