

POSITION DESCRIPTION

Position:	Philmont Training Center Craft Center Coordinator
Department:	Training Center
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Philmont Training Center Program Director
Desired Availability:	May 15 – 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 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

Provide leadership to the Philmont Training Center Craft Center, supervising a staff of about five Individuals.

Primary Duties & Responsibilities

- Order sufficient inventory to ensure sufficient materials are on hand throughout the summer.
- Learn Philmont's point of sale system and the procedures for sales, all tenders and returns.
- Supervise the Craft Center staff to ensure high quality program delivery.
- In conjunction with the Program Manager, develop and direct the program staff training week. Provide ongoing training during the summer as needed.
- Provide the leadership, example, and inspiration to develop the Craft Center staff into a positive and productive team.
- In conjunction with other leadership, give mid-season and final evaluations to all staff. Provide guidance and counseling to the staff to help them provide worthwhile and exciting programs.
- Assist in the scheduling of groups as it relates to the Craft Center.
- Pay close attention to health, safety, welfare, attitude, and morale of the Craft Center staff. Take immediate action to solve problems. Enforce the policies and guidelines outlined in the Staff Guidebook.
- Provide evening programs such as opening/closing program as well as support having the Craft Center open during the evenings.

- Write an end of the season report including inventories, evaluations, schedules, and other documents necessary to future Philmont Training Center programs. Supervise the use of Philmont Training Center equipment and facilities related to family programs.
- Assist with other staff responsibilities as directed by the Associate Director of Program - PTC or other Philmont Management to insure that the mission of the Philmont Training Center is carried out.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 21 years of age by time of employment
- Proficient supervisory and leadership skills; Strong interpersonal and communication skills
- Ability to read, write, and interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to effectively communicate with customers, peers, and management
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to function well in a high-paced and at times stressful environment
- Interest in handicrafts with previous retail experience is a plus
- Basic math functions such as addition, subtraction, multiplication, and division. Ability to use a calculator and calculate percentages and ratios. Must be able to make change in American monetary units.
- Be able to obtain a Philmont driver's license
- Must complete assigned New Mexico Food Handler Safety Course prior to arrival; instructions for course completion will be available during onboarding.

Physical Requirements & Work Environment

- Be able to lift and handle materials up to 50 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- May be asked to be available to work long hours (12+ hours per day) if guest needs arise

Additional Information

For more information, call the Philmont Training Center at 575-376-2281 or send inquiries to: philmont.trainingcenter@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding area 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 of 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: 12/13/2024