

POSITION DESCRIPTION

Position:	Registration Specialist
Department:	Philmont Training Center
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Philmont Training Center Secretary/Registration Coordinator
Desired Availability:	May 26 – 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 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

Assist the Philmont Training Center Secretary/ Registration Coordinator and Registration Manager with everyday registration needs and office support for the Philmont Training Center.

Primary Duties & Responsibilities

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests
- Ensure that all participants have an enjoyable experience
- Help solve participant needs and concerns; when not possible, steer them to someone who can.
- Become familiar with all the databases within PTC to perform daily tasks
- Learn how to navigate the registration computer systems to perform day to day tasks with registration
- Check voicemails, answer office phones, assist with processing of mail, and perform general office duties as assigned daily in a timely manner
- Assist with computer data input and processing participants registrations and fees
- Assist with check-in and check-out for Conference Participants and Family Adventure Camp Participants including early arrivals and late arrivals
- Responsible for learning how to receive and receipt money paid on arrival
- Assist with scheduling transportation, payment of fees, recording extra meals and lodging, housing assignments, creating name tags, putting end of week packets together
- Receive and redirect mail/packages to individuals at the Training Center
- Ensure PTC Office is always clean and orderly

- Act as a liaison between guests and any other departments as necessary
- Assist with other staff responsibilities as directed by the Philmont Training Center Secretary/Registration Coordinator or other Philmont Management to ensure 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

- Ability to work independently or as a team to get tasks accomplished in a timely manner
- Be familiar with Scouting America and Philmont Scout Ranch policies with regards to addressing questions and disbursing information to PTC participants
- Must have a service-oriented mindset and be capable of making every guest feel valued
- Exemplify strong organizational skills and attention to detail
- Positive attitude and be a team player
- 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

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 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