

POSITION DESCRIPTION

Position:	Philmont Training Center Small Fry Coordinator
Department:	Training Center
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Philmont Training Center Program Director
Desired Availability:	May 15 – August 22

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 Small Fry Center and care for and provide programs to children ages 0 months to 5 years old.

Primary Duties & Responsibilities

- Provide high quality program to participants of the Small Fry center and communicate effectively with their parents.
- In conjunction with the Program Manager, develop and direct the program staff training week as it relates to Small Fry. Provide ongoing training during the summer as needed.
- Assist in the scheduling of groups as it relates to Small Fry.
- Supervise staff assigned to work in Small Fry.
- Pay close attention to health, safety, welfare, attitude, and morale of the participants. Take immediate action to solve problems.
- Enforce the policies and guidelines outlined in the Staff Guidebook.
- Provide additional evening programs such as opening/closing program, cobbler night, western night, etc.
- 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
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Previous experience with young children is required.
- Be able to obtain a Philmont driver's license.
- Ability to work independently and give leadership to the Philmont Training Center Small Fry Center.
- 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 50 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

Additional Information

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