

## POSITION DESCRIPTION

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<b>Position:</b>	Commissary Service Camp Program Counselor
<b>Department:</b>	Backcountry Program
<b>Salary Level:</b>	I (General Staff)
<b>Default Housing:</b>	<i>Backcountry (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Backcountry Camp Director
<b>Desired Availability:</b>	May 27 – 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 Program Counselor is responsible for cheerfully and willingly serving as a member of a specific camp, whose objective is to serve the campers and advisors who come to Philmont. Your primary duty is to help make the program at your camp meet the expectations of those who participate and help fulfill the entire workload of the camp.

### Primary Duties & Responsibilities

- At the direction and supervision of the Camp Director, participate in the specialized program training during staff training week.
  - o You will learn how to efficiently manage and distribute food and supplies to crews passing through your camp.
  - o You will receive training from the Tooth of Time Traders on how to properly display and market merchandise and account for money in accordance with Philmont procedure.
- Become thoroughly familiar with all information relative to the program specialty, so you can answer questions and deliver a stimulating and informative program of consistently high quality.
- Under the direction of the Camp Director, continue on-the-job training throughout the season, sharing your expertise with fellow staff members and learning theirs through cross training.
- Present an operation that imparts useful knowledge that supports aims and objectives of Scouting America and is fun, challenging, stimulating and safe.
- Maintain a clean and efficient program area.

- Check material frequently and keep the Camp Director informed of any supplies needed. This pertains to all commissary and trading post goods.
- Ensure proper use, security and care of equipment.
- Help your Camp Director compile information for an end of season report from your observations and knowledge of the operation(s).
- Assist with camp chores – cooking, cleaning shared staff spaces, cleaning showers and latrines, checking in crews, checking trails and trail camps.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 18 years of age by the 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

- Must meet the Scouting America height/weight requirements
- 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
- Be capable and willing to work in all types of weather conditions at various locations
- Must be willing and capable of hiking into and out of camp for days off. May have to hike anywhere from 2 to 12 miles to get back to Base Camp or a Trailhead

### Additional Information

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:** 11/21/2024