

## POSITION DESCRIPTION

---

<b>Position:</b>	Rayado Ridge Camp Director
<b>Department:</b>	Training Center
<b>Salary Level:</b>	IV (Manager/Director)
<b>Default Housing:</b>	<i>Backcountry (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Philmont Training Center Assistant Director
<b>Desired Availability:</b>	May 20 – 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 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 Rayado Ridge Leadership Camp, working closely with the National Advanced Youth Leadership Experience (NAYLE) and Philmont Leadership Challenge (PLC).

### Primary Duties & Responsibilities

- Support the National Advanced Youth Leadership Experience (NAYLE) and Philmont Leadership Challenge (PLC).
- Work closely with the NAYLE & PLC staffs to ensure they have needed program supplies and program support from Philmont.
- Facilitate all communication between the NAYLE & PLC staff and Philmont departments such as Conservation, Ranger, Commissary, Logistics, Dining Hall, etc.
- Work with the NAYLE & PLC quartermasters to ensure sufficient food is ordered and available for participants and maintain correct food handling standards.
- 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 Participant Guidebook.
- Write an end of the season report including inventories, evaluations, schedules, and other documents necessary to future Philmont Training Center programs.
- Assist with other staff responsibilities as directed by the Associate Director of Program - PTC 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

- 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
- Ability to work independently and provide a high quality safe program
- 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

- Must meet Scouting America height/weight requirements
- 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
- Be able to work outside for 8 hours a day, if necessary

### Additional Information

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