

POSITION DESCRIPTION

Position:	Staff Support Coordinator
Department:	Activities & Shows
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Activities & Shows Manager
Desired Availability:	May 20 – August 11

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 Staff Support Coordinator helps give leadership to the Activities Department, which provides social activities and facilities for staff and Opening and Closing campfires for all participants who come through Philmont. Planned activities are intended to boost morale, utilize the spaces available for staff, and enrich staff members' Philmont experience. Specifically, the Staff Support Coordinator is responsible for managing the Philmont Base Camp Tent Cities, overseeing the management of the Silver Sage Staff Activities Center and Staff Fitness Center, creating a calendar of fun staff activities, planning with and preparing the Activities & Shows Staff to host events, and providing support to staff events on days when on duty.

Primary Duties & Responsibilities

- Learn and train all facets of the Activities responsibilities relating to Opening and Closing campfires, the Silver Sage Staff Activities Center (SSSAC), the Fitness Center, audio/visual equipment, staff housing, and staff recreational features.
- Contribute to the training, supervising, coaching, mentoring, and evaluation of all subordinate staff in all facets of Activities responsibilities.
- Train the Activities Staff specifically in the roles and responsibilities involved in staff housing assignments, tent city management, and hosting staff events.
- Contribute to the development and implementation of a daily cleaning schedule/rotation for the SSSAC, Baldy Pavilion, fitness center, Hardesty Casa Central, and any other buildings/locations used for staff activities.

- Ensure an up to date staff housing assignment database in the Gateway, which can be referenced during emergencies
- Assist in maintaining a high level of staff morale at Camping Headquarters and the Training Center by coordinating a base calendar of staff activities and carrying out each event successfully.
- Maintain and keep track of equipment and supplies used for events.
- Assist in conducting inspiring and meaningful Opening and Closing campfires.
- Become familiar with tent assignments and housing maps for Male Tent City, Female Tent City, and backcountry Homebound and Trailbound tents, and participate in check-in and check-out processes related to housing.
- Assist in developing and implementing a daily cleaning schedule rotation for the SSSAC, Fitness Center, Hardesty Casa Central, and CHQ shower house buildings.
- Help the Activities Manager train, coach, supervise, mentor, and evaluate all Activities Department staff members. Utilize their talents and abilities and help them achieve their full potential and grow over the course of the summer.
- Review the Opening and Closing campfire scripts at the beginning of the summer and help develop a training schedule so that staff present high-energy, enthusiastic, and meaningful interpretations of characters in campfire programs.
- Assist in planning and implementing various Philmont staff activities, special functions, and events such as open-mic nights, sports tournaments, movie nights, etc.
- Report tent issues to Tent Repair in a timely manner, help conduct tent inspections twice over the course of the summer and provide housing support and cleaning supplies for staff members living in tents.
- Assist in maintaining good appearance and operating condition of SSSAC, Hardesty Casa Central, and Fitness Center facilities by cleaning daily.
- Assist in maintaining customer satisfaction of shower house facilities through a cleaning rotation in which all homebound, trailbound, male staff, and female staff shower houses get cleaned daily by Activities Staff.
- Cordially receive and assist any person who comes to the Activities office.
- Ensure all audio and visual equipment is taken care of and in good working condition.
- Report maintenance needs to the appropriate personnel for the SSSAC, Fitness Center, and Opening and Closing Campfire Bowls.
- Help maintain the work/days off schedule for the Activities Department.
- Assist in keeping track of material needs and submit Material Request Forms to the Associate Director of Program–Base Camp in a timely manner.
- Provide exceptional customer service to staff and participants alike.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- 21+ years of age preferred
- Strong supervisory and leadership skills
- Excellent event planning and execution skills
- Ability to safely prepare and handle food while serving others following New Mexico food handling regulations
- Basic knowledge in the set up/use of audio/visual equipment
- Ability to function well in a fast-paced, dynamic, and sometimes stressful environment

- Previous experience cleaning public areas in an institutional setting preferred
- Previous Philmont staff experience

Physical Requirements & Work Environment

- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 75% of the workday could be spent driving, standing, walking, bending, stooping, kneeling, sitting, or crouching
- Work in a loud or very loud environment
- Work with toxic or caustic chemicals
- Move and/or lift objects up to 50 pounds
- Multi-task on various simultaneous projects

Additional Information

Due to the diversity of responsibilities in the Activities Department, day to day work schedules often vary. Preference for positions will be given to those with the ability to play a musical instrument which fits into a western/folk setting or those with strong audio/visual or technical theater skills.

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: 10/28/2024