

## POSITION DESCRIPTION

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| <b>Position:</b>             | Philmont Staff Association Seasonal Staff                                    |
| <b>Department:</b>           | Philmont Staff Association   |
| <b>Salary Level:</b>         | I (General Staff)  |
| <b>Default Housing:</b>      | <i>Tent-CHQ (Final housing assignments may differ based on availability)</i> |
| <b>Reports To:</b>           | PSA Executive Director   |
| <b>Desired Availability:</b> | May 26 – 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 Philmont Staff Association (PSA) Seasonal Staff promotes and educates the public about the PSA and its benefits, greets and assists all visitors to the PSA Office, and helps to maintain the PSA membership database.

### Primary Duties & Responsibilities

- Promote the PSA and its opportunities to those eligible for membership
- Connect with and assist visitors to the PSA Office
- Maintain PSA membership database (includes updating contact information and entering new members)
- Keep store inventory organized throughout the summer
- Assist in running PSA sponsored or supported events around the ranch
- Opportunities are available to work on projects involving marketing, graphic design, photography, video or other specialized skills or interests.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 18 years of age by time of employment
- Having previous Philmont staff experience is a plus
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Strong attention to detail

- Proficient computer skills, ability to operate general office equipment, and familiarity with Microsoft Office 365 programs

### Physical Requirements & Work Environment

- Be able to lift and handle materials up to 40 pounds throughout the scheduled workday
- Up to 75% of the workday could be spent standing, walking, bending, stooping, kneeling, sitting or crouching
- Subject to repetitive movements while operating a computer and other office equipment

### Additional Information

For more information or with questions, email [officemanager@philstaff.org](mailto:officemanager@philstaff.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:** 12/12/2024