

**HEADQUARTERS ACTIVITIES STAFF
POSITION DESCRIPTION****POSITION CONCEPT**

The Headquarters Activities Staff is responsible for assisting in conducting a complete schedule of base activities relating to campers, advisors and staff and for operating the Welcome Center where all contingents arrive, depart for the trail and leave for home.. The staff member is responsible to the Headquarters Activities Manager and the Assistant Manager.

PRINCIPLE RESPONSIBILITIES

- Learn all facets of the activities responsibilities relating to opening and closing campfires, advisors meeting, advisor's lounge, staff lounge, staff recreational features and Welcome Center.
- Assist with the operation of the advisor's lounge. Make certain that advisors feel welcome in the lounge and at Philmont.
- Assist with the operation of the Welcome Center in a courteous, efficient manner for the convenience of participants and guests.
- Assist in conducting inspiring and meaningful opening and closing campfires.
- Assist in maintaining a high level of staff morale at Camping and the Training Center by coordinating a base calendar of staff activities and carrying each event out successfully.
- Assist with the gathering of Crew Leader and Advisor reaction sheets and deliver them to the Director of Program daily.
- Provide cheerful, helpful, and efficient service to all Philmont guests. Maintain a friendly, cheerful, and helpful attitude to insure that participants have an enjoyable experience. Where possible, solve their needs and concerns, where not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Be able to lift and handle materials up to 70 pounds.

- Assist with other staff responsibilities as directed by the Headquarters Activities Manager or Assistant Manager to insure that the mission of the Philmont Scout Ranch is carried out.

SPECIAL RESPONSIBILITIES

The Activities staff has responsibility for the following facilities and their wise and proper use. Said facilities are to be cleaned regularly and supervised in their use.

- The Activities Office, the Welcome Center, Staff Lounge and Patio area.
- The VCR room
- The Advisor's Lounge.
- The Advisor's Meeting Room.

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Some of the responsibilities of the Welcome Center:

- Greet all participants and guests upon arrival.
- Maintain an up-to-date chart of tent assignments for all crews in Trail Bound and Home Bound tent city.
- Phone arrival information to the Ranger Office, Seasonal Registrars and Logistics to verify the number of advisors and campers with each contingent.
- Supervise the parking of vehicles so traffic can flow smoothly and safely.
- Assist with the safe loading of buses for starting camps and town so they can leave on time.
- Distribute information on check-out procedures to all departing crews.
- See that all crews leave their tent area clean.
- Bid groups farewell as they depart Philmont and award the WAMI plaque to each crew.

NOTE: Job holder should develop and put in writing a set of performance standards to assure fulfillment of each stated responsibility. This becomes the basis for periodic evaluation of performance.

12/02