

## PROGRAM COUNSELOR POSITION DESCRIPTION

### POSITION CONCEPT

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 work load of the camp. You are directly responsible to the Camp Director of your camp.

### PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when 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.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.
- Staff working at **Abreu, Zastrow, Rayado/Kit Carson, Beaubien, Ponil, Clarks Fork** must be a Certified Food Handler. <http://newmexico.foodhandlerclasses.com/> Click on the link to begin the training. The cost for the training is \$7. You will be reimbursed after presenting the certificate during staff check in at Camping Headquarters.

### PRINCIPLE RESPONSIBILITIES

- At the direction and supervision of the Camp Director, participate in the specialized program training during staff training week.
- 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.

### DAILY OPERATIONS

- Present programs on time with all materials on hand, ready to go.
- Present a program that imparts useful knowledge that supports aims and objective of the Boy Scouts of 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.
- Insure proper use, security and care of program equipment.

- Help your Camp Director compile information for an end of season report from your observations and knowledge of the program(s).
- Assist with camp chores – cleaning showers and latrines, checking in crews, checking trails and trail camps.
- Assist with other staff responsibilities as directed by the Camp Director to insure that the mission of the Philmont Scout Ranch is carried out.
- Read and understand camp specific program description provided in separate attachment.
- Complete all camp specific training and certifications provided during staff training period. On-site training and continued training will be provided through the season as needed.