

**SERVICE CAMP 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 procedure of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Become familiar with all materials supplied prior to the camping season.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.

PRINCIPLE RESPONSIBILITIES

- At the direction and supervision of the Camp Director, participate in the specialized program training during staff training week.
 - You will learn how to efficiently manage and distribute food and supplies to crews passing through your camp.
 - You will receive training from the Tooth of Time Traders on how to properly display and market merchandise and account for money in accordance to Philmont procedure.
- 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 an operation 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.
 - This pertains to all commissary and trading post goods.
- Insure proper use, security and care of equipment.
- Help your Camp Director compile information for an end of season report from your observations and knowledge of the operation(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.