

**CAMPING REGISTRATION SAFEKEEPING CLERK
POSITION DESCRIPTION**

POSITION CONCEPT

The Registration Safekeeping Clerk is directly responsible to the Camping Registrar and will assist in maintaining an efficient and business-like operation of the Camping Department Office.

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.

PRINCIPLE RESPONSIBILITIES

- Assist the Camping Registrar in maintaining records as required. In the Registrar's absence, report directly to the Seasonal Registrars for guidance.
- Assist with duplication of materials and assembly of information packets deemed necessary for the efficient operation of the Camping Department.
- Assist the Camping Registrar in maintaining an accurate check-out procedure for all participants in Philmont Camping programs.
- Maintain accurate and systematic records as required, as well as proper accounting of all monies received.
- Follow the policies and procedures of Philmont relative to fees and other charges.
- Work the established duty schedule as determined by service needs. As a general rule, the required work week will include Saturdays and Sundays.
- Keep records of payments from special groups, visitors, guest meals and lodging, extra photographs, etc.
- Assist with other staff responsibilities as directed by the Camping Registrar and/or Director of Program to insure that the mission of the Philmont Scout Ranch is carried out.