

**PHILNEWS EDITOR
POSITION DESCRIPTION****POSITION CONCEPT**

The PhilNews Editor is responsible for cheerfully and willingly serving as a member Marketing & Photography Service team, whose objective is to serve the staff, campers and advisors who come to Philmont. You responsible for training PhilNews staff, assigning stories and laying out the PhilNews each week. Relevant stories communicate upcoming events with current Philmont staff and document this year's events for future reference. You are directly responsible to the Marketing & Photography Service Manager.

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 21 years of age by time of employment.

SPECIFIC JOB REQUIREMENTS

- Provide cheerful customer service to all Philmont staff and participants.
- Maintain work schedule for writing department.
- Have a valid driver's license and be able to drive a manual transmission vehicle.
- Develop and facilitate training for PhilNews writers.
- Continue to mentor writers throughout the summer.
- Create deadlines for PhilNews stories, giving consideration to approval process.
- Help writers sell ads to businesses in Cimarron, Springer, Raton, Trinidad & Taos.
- Use Adobe InDesign to layout 11 PhilNews issues and Philmont yearbook.
- Monitor payments of PhilNews advertisers.
- Welcome story ideas from Philmont staff.
- Communicate with photography manager as necessary to maintain efficient workflow.
- Evaluate performance of writers in the middle and end of the summer.
- Attend weekly management meetings.
- Be ready to work on other duties as assigned.
- Be able to lift 70 lbs.

