

**PHILNEWS WRITER
POSITION DESCRIPTION**

POSITION CONCEPT

The Writer 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 are responsible for writing stories that serve the purpose of communicating upcoming events with current Philmont staff and documenting this year's events for future reference. You are directly responsible to the PhilNews Editor.

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.

SPECIFIC JOB REQUIREMENTS

- Provide cheerful customer service to all Philmont staff and participants.
- Help PhilNews Editor sell PhilNews advertisements.
- Schedule meetings with sources to collect accurate written and verbal facts for stories.
- Complete a minimum of 3-4 stories each week.
- Assist other writers in proofreading stories.
- Coordinate with photographers to obtain relevant photos for stories.
- Contribute story ideas to PhilNews Editor.
- Support co-workers with office duties such as cleaning and operating the front desk.
- Be ready to work on other duties as assigned.
- Be able to lift 70 lbs.