

**CAMP DIRECTOR – CHASE RANCH MUSEUM
POSITION DESCRIPTION****POSITION CONCEPT**

The Camp Director of the Chase Ranch Museum manages the operation of the camp/museum and maintains a constant concern for the health, safety, welfare, and enjoyment of all participants and visitors. The director monitors the museum program and service to see that every visitor enjoys a quality experience. This position reports directly to the Museum Department Team.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful and efficient service to all Philmont guests. Ensure 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.
- 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.

PRINCIPLE RESPONSIBILITIES

- Responsible for managing the valuable resources allotted to the camp, including: Human Resources, Facilities, Food & Commissary Supplies, and Program Equipment.
- Responsible for managing the valuable resources which make up the Chase Ranch Museum, including: Artifacts, Archives, Structures, Vehicles and 'Image'.
- Be thoroughly familiar with Scouting aims and ideals, operate your camp/museum in a manner that teaches and reinforces these ideals.
- Provide initial and continuous on-the-job training for all staff assigned to the camp/museum so that each member can do any of the jobs required.
- Serve as a coach and counselor to each member of the camp staff so they effectively serve as a member of a successful team.
- Provide a thorough and fair evaluation of each staff member in the form of performance evaluations (mid-season and final), and the Final Seasonal Staff Recommendations.
- With the staff, review Philmont policies and procedures, interdepartmental interactions, and other needs that pertain to the camp's Area of Responsibility (AOR).
- Provide a safe and fulfilling program according to the Philmont Museum Mission, Itinerary Guidebook and Guidebook to Adventure.
- Customer service is a top priority for all visitor interactions.
- Maintain a close working relationship with the Philmont Museum Director, Museum Gift Shop Manager and Backcountry Managers to ensure all needs for the camp/museum operation are fulfilled in a timely manner.

- Maintain and properly use the radio, telephone, assigned vehicle, program equipment and all other facilities and supplies.
- Give proper attention to environmental/health issues including: program facilities, latrines, water sources, living areas, trash disposal, gardens, vehicles and natural features.
- Collaborate with liaison Ranger Trainer, Assistant Villa Curator & Philmont Museum staff to build comradery and an interconnected camp staff.
- Prudently handle medical situations, risk management and security according to established procedures and your best judgment.
- Using the assigned format, write a thorough end of season Camp Director Report that encompasses the operation of the camp/museum for the season and makes recommendations for improvements for following operations. *This report is due prior to the last working day.*
- Responsible for ensuring all reports, program logs, inventories, and other associated paperwork for the camp/museum are submitted in a timely manner.
- Be familiar with the current uniform requirements for your camp and enforce these requirements.
- Operate and maintain the assigned motor vehicle in a safe, efficient and professional manner.
- Perform any other duties as assigned to ensure that the mission of Philmont Scout Ranch is carried out.

DAILY OPERATIONS

- Welcome and orient visitors to the Chase Ranch Museum, answer questions to the best of your ability and assure that all visitors receive a tour which is appropriate to their needs and desires.
- Assist staff with learning facts and techniques which are necessary to handle visitor's questions regarding Philmont, Chase Ranch history and other Philmont Museum opportunities.
- Organize and oversee Chase Ranch Museum tours.
- Provide tours when necessary to visitors, staff and VIP's.
- Assist gardeners and help with grounds/landscaping duties as needed.
- Oversee gift shop sales, inventory, record keeping and money transfers.

For more information about the Philmont Museums please visit:
www.philmontscoutranch.org/Museums