

**SECURITY CLERK  
POSITION DESCRIPTION**

**POSITION CONCEPT**

The Security Clerk is a member of the Philmont team and is directly responsible to the Security Manager. The Clerk manages the "Lost and Found" and the issuance of storage locker keys while maintaining a pleasant atmosphere in the 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**

- Organizes and manages the daily operation of the Security Office.
- Receives lost and found items, properly records and files them so they can be matched with requests for lost items.
- Issues and receives storage locker keys from participants and backcountry staff. Maintain an accurate inventory of keys and a record of lockers needing service or repair.
- Assists the other members of the Security staff to carry out their jobs throughout the headquarters area by receiving and directing messages for them.
- Demonstrates respect and courtesy to other Philmont staff members and all participants.
- Be able to lift and handle materials up to 70 pounds.
- Perform other duties as assigned.