

**SECURITY MANAGER
POSITION DESCRIPTION**

POSITION CONCEPT

Coordinate and supervise the Security services of the Camping Headquarters and Training Center designed for the protection of people and property and in support of the aims, ideals and policies of the Boy Scouts of America. This position reports to the Philmont Security Officer and Associate Director of Program - Personnel.

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.

PRINCIPLE RESPONSIBILITIES

- In cooperation with the Security Officer, design and maintain a security program wherein twenty-four hour, seven days a week surveillance and observation is achieved within the limits of the manpower of the Security Staff.
- Train and supervise the Security staff. Make sure that all members of the staff are ever mindful of the spirit and service to Philmont, its staff and participants.
- Cooperate with all members of the Philmont Management team (year-round) and solicit their support, assistance and approval in any matters involving possible use of law enforcement.
- Approach all observed violations in a mature, thorough and firm manner. Report violations involving employed personnel to appropriate supervisors for action and assist as needed in any follow-up. Report other violations to the appropriate authority and assist in follow-up as needed.
- Maintain the storage locker system and issuance of keys.
- Maintain the Lost & Found system, properly accounting for all items and making full effort to see that items identifiable are returned to rightful owner. Items not identifiable are to be secure from pilferage.
- Submit a completed Philmont Health and Medical Form, meet the Height/Weight Requirements for backcountry participation, and be able to lift and handle materials up to 70 pounds.
- Must be able to secure a Philmont driving permit.
- Write an end of season report and make recommendations for improving the operation.
- Perform other duties as assigned.

SPECIAL RESPONSIBILITY

Work closely with the Logistics Manager to develop a plan to assist in the need for special transportation of participants wherein Philmont provides travel to public transportation.

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