

**PTC ASSISTANT PROGRAM MANAGER
POSITION DESCRIPTION**

Department: Philmont Training Center

Reports to: PTC Program Manager

Typical Dates of Employment: May 7 (slightly flexible) - August 25 (slightly flexible)

Approximate Number of Positions: 1

POSITION CONCEPT

Working with the Program Manager to provide leadership to the entire Philmont Training Center program, directing the efforts of the family program, craft center, and COPE departments.

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.
- Must be Certified Food Handler. <http://newmexico.foodhandlerclasses.com/> Click on the link to begin the training. The cost for the training is \$7. You will be reimbursed after presenting the certificate during staff check in at Camping Headquarters.

SPECIFIC JOB REQUIREMENTS

- Ability to work independently and give leadership to the Philmont Training Center Program Team.
- Be able to obtain a Philmont driver's license.
- Submit a completed Philmont Health and Medical Form
- Be able to lift and handle materials up to 50 pounds.

PRINCIPLE RESPONSIBILITIES

- Support the Program Manger in supervising the family program, craft center, and COPE departments at PTC.
- In conjunction with the Program Manager, develop and direct the program staff training week. Provide ongoing training during the summer as needed.
- Provide the leadership, example, and inspiration to develop the program staff into a positive and productive team.

- In conjunction with other leadership, give mid-season and final evaluations to all staff. Provide guidance and counseling to the staff to help them provide worthwhile and exciting programs.
- Assist in the scheduling of family programs, staff duties, transportation, and activities.
- Make regular visits to the various program activities.
- Pay close attention to health, safety, welfare, attitude, and morale of the program staff. Take immediate action to solve problems. Enforce the policies and guidelines outlined in the Staff Guidebook.
- Develop a good working relationship with other Philmont staff leaders, especially those related to the Villa, Museums, Infirmary, Trading Post, Food Service, Mountain Trek, and backcountry camps visited by Philmont Training Center groups.
- Supervise the writing and filing of reports, inventories, evaluations, schedules, and other documents necessary to future Philmont Training Center programs. Supervise the use of Philmont Training Center equipment and facilities related to family programs.
- Assist with other staff responsibilities as directed by the Associate Director of Program - PTC or other Philmont Management to insure that the mission of the Philmont Training Center is carried out.