

**PTC COPE STAFF
Position Description**

Department: Philmont Training Center

Reports to: PTC COPE Director

Typical Dates of Employment: May 26 (slightly flexible) - August 25 (slightly flexible)

Approximate Number of Positions: 5

POSITION CONCEPT

Facilitate participants using the Philmont Training Center COPE course, including both trek and PTC participants.

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.
- 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

- Previous COPE experience is encouraged.
- Be COPE level 1 certified or higher. (Certification offered during staff training)
- 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

- Provide a high quality COPE experience to trek and PTC participants using both the low and high COPE courses.
- Pay close attention to health, safety, welfare, attitude, and morale of the COPE staff. Take immediate action to solve problems. Enforce the policies and guidelines outlined in the Staff Guidebook.
- Provide additional evening programs such as opening/closing program, cobbler night, western night, etc.

- 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.