

**PTC CRAFT CENTER DIRECTOR
Position Description**

Department: Philmont Training Center

Reports to: PTC Program Director

Typical Dates of Employment: May 15 (slightly flexible) - August 25 (slightly flexible)

Approximate Number of Positions: 1

POSITION CONCEPT

Provide leadership to the Philmont Training Center Craft Center, supervising a staff of about five individuals.

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

- Strong interpersonal and communication skills. Ability to read, write, and interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively communicate with customers, peers, and management.
- Ability to work independently and give leadership to the Philmont Training Center Craft Center.
- 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

- Order sufficient inventory to ensure sufficient materials are on hand throughout the summer.

- Learn Philmont's point of sale system and the procedures for sales, all tenders and returns.
- Supervise the Craft Center staff to ensure high quality program delivery.
- 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 Craft Center 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 groups as it relates to the Craft Center.
- Pay close attention to health, safety, welfare, attitude, and morale of the Craft Center staff. Take immediate action to solve problems. Enforce the policies and guidelines outlined in the Staff Guidebook.
- Provide evening programs such as opening/closing program as well as support having the Craft Center open during the evenings.
- Write an end of the season report including 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.