CONSERVATION GIS STAFF
POSITION DESCRIPTION

Reports to: Conservation GIS Coordinator
Dates of Employment: May 20 (slightly flexible) – August 20 (slightly flexible)

POSITION CONCEPT

Conservation GIS staff members work with the GIS Coordinator to maintain and develop Philmont's spatial data resources. This half-office and half-field position focuses on collecting and processing data. Staff members are responsible for GPS field data collection, post-collection processing, and a variety of other projects. GIS staff work with Conservation Work Crews, environmental educators, and many other staff members to collect data, implement projects, and support program.

PHILMONT REQUIREMENTS

- Be over 18 years of age.
- Be able to hike to remote worksites, carrying loads up to 50 pounds.
- Be prepared for strenuous workdays that include hiking and working on rough terrain, in all weather conditions, for 9-12 hours.
- Be prepared to spend up to 6 consecutive nights in undeveloped backcountry campsites.
- Meet the BSA height/weight requirements for high-adventure activities.
- Provide a completed Annual Health and Medical Record upon arrival at Philmont.
- Exemplify the rules, regulations, policies, and procedures described in the Philmont Staff Guidebook and presented during staff training.
- Maintain a clean and approachable look, adhering to the standards for personal appearance described in the Philmont Staff Guidebook.
- Maintain a friendly, helpful, and respectful attitude while providing extraordinary customer service to Philmont's participants, visitors, and employees.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.

DESIRED EXPERIENCE

Conservation GIS Staff members are expected to have a working knowledge of ArcMap and basic knowledge of other ArcGIS projects. This level of experience could have been gained through education, employment in the Conservation Department, or other work and volunteer opportunities. Hiking, backpacking, and GPS field experience are recommended. Conservation GIS staff need to be interested and engaged in Philmont's mission, as well as the mission of the Conservation department. Strong writing skills and communication are important to success.

DUTIES & RESPONSIBILITIES

- Be an active participant during Conservation Training. Remain engaged, ask questions, and volunteer to help as needed.

- Be constantly alert to the welfare and safety of scouts, advisors, coworkers, and anyone else in the vicinity of your work site. Demonstrate good situational awareness.
- Be a good team member, working with the other staff member and coordinator to design and implement GIS initiatives.
- Complete projects and work assigned by the coordinator, Recreation Resource Manager, and work on projects without specific instructions.
- Be self- disciplined and self- motivated in working on short and long term projects in the office without supervision.
- Become familiar with the Philmont GIS data infrastructure and protocols.
- Become competent in use of Philmont's GPS units and mobile project structure. Be able to use these units in the field and instruct other staff members in their appropriate use.
- Become familiar with ranch operations and other disciplines in order to effectively design related projects.
- Follow the established procedures for the input, processing, and organization of spatial data.
- Present an interactive lesson to ROCS and TCT participants about the nature of spatial data and the work of Philmont GIS.
- Design itineraries for field data collection based off of the initiative guidelines provided, and be accountable for execution of developed itineraries.
- Hike to remote backcountry areas to collect spatially accurate data with completed attributes.
- Enthusiastically carry out the mission of Philmont Scout Ranch by completing other duties as assigned by any member of the Conservation Leadership Team or other Philmont Managers.

TRAINING OPPORTUNITIES

The GIS Staff will get data management experience and substantial field collection experience. The GIS Staff participates in 8 day Conservation Department training. GIS Staff work with ArcMobile, Trimble GPS Units, campsite and conservation data. There are also opportunities for staff members to pursue projects of interest within management objectives.

ADDITIONAL INFORMATION

Philmont Scout Ranch: http://philmontscoutranch.org/philmont.aspx
Seasonal Employment Opportunities: http://www.philmontscoutranch.org/Jobs.aspx
Individual Treks: http://www.philmontscoutranch.org/Camping/IndividualPrograms.aspx
Conservation: http://www.philmontscoutranch.org/Resources/LandManagement.aspx

For questions about this position and other conservation job opportunities, contact:
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