

**ASSOCIATE DIRECTOR OF CONSERVATION – ENVIRONMENTAL EDUCATION
POSITION DESCRIPTION**

Reports to: Conservation Program Director

Contract Dates: May 15 (slightly flexible) – August 25 (slightly flexible)

POSITION CONCEPT

The Associate Director of Conservation – Environmental Education (ADC-EE) leads the Conservation Department's experiential education programs. This includes the Roving Outdoor Conservation School (ROCS), Trail Crew Trek (TCT), and the Science, Technology, Engineering, and Math (STEM) Trek. The ADC-EE is also responsible for coordinating the development of educational lessons and activities at the request of the Ranch. The ADC-EE supervises and provides training and oversight for up to 12 staff, including the Environmental Education Coordinator, the STEM Education Coordinator, eight Environmental Educators, two TCT Foremen. The ADC-EE works closely with the Director of Conservation, the Conservation Program Director, and other seasonal management inside and outside of the Conservation department to ensure that Philmont's education and recreation management objectives are met.

PHILMONT REQUIREMENTS

- Be over 21 years of age.
- Be able to hike to remote worksites, carrying loads up to 60 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

The ADC-EE needs significant experience working as an informal and formal educator in a wilderness setting. The ADC-EE should demonstrate excellent leadership, organizational, planning, and conservation work skills. A key component of the position is maintaining relationships with other seasonal and permanent departments on the ranch, as well as government agencies and local private land managers. The ADC-EE needs an intimate understanding of Philmont's operations and culture. Formal education in a relevant field, such as a bachelor's degree in education, recreation, natural resource management, or the natural

sciences, is also desired. Typical applicants have at least three years of experience at Philmont, although most have had more. Experience in a variety of positions, with consistent advancement in leadership responsibility, is desired. Education and conservation work experience outside of Philmont is also desired.

DUTIES & RESPONSIBILITIES

- Establish yourself as a leader within the Conservation Department and Philmont Scout Ranch by setting an appropriate example for other staff and participants.
- Oversee the training of all Environmental Educators and TCT Foremen, ensuring that they are prepared to perform their jobs as expected by Philmont's permanent and seasonal managers. This includes job skills training and training in the policies, procedures, and practices described in the Philmont Staff Guidebook.
- In coordination with other Philmont department managers ensure that the logistical needs of all ROCS, TCT and STEM treks are met.
- Prepare a training report, documenting the schedule and content of all training provided.
- In partnership with the program Coordinator, provide midsummer and end-of-season evaluations for all staff members.
- Communicate with guest speakers from Philmont's land and educational partners. Schedule their visits to the ROCS, TCT, and STEM Trek programs as needed.
- Maintain communication with backcountry camp directors and other seasonal management regarding ROCS, TCT, and STEM Trek crews. This includes conversations in person and via inter-camp mail, as well as during field visitations to crews on trek and presentations at the July and August Camp Director meetings.
- Assist the Philmont Marketing Department in its efforts to promote participation in the ROCS, TCT, and STEM Trek programs.
- Prepare a final report, detailing the summer's operations.
- Enthusiastically carry out the mission of Philmont Scout Ranch by completing other duties as assigned by the Director of Conservation or other Philmont Managers.

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/Conservation.aspx>

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

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