

PHILMONT SCOUT RANCH

BOY SCOUTS OF AMERICA

CONSERVATION PROGRAM DIRECTOR

POSITION DESCRIPTION

Reports to: Director of Conservation

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

POSITION CONCEPT

The Conservation Program Director works closely with the Director of Conservation to ensure that staff members in the Conservation Department receive the leadership, management, training, and inspiration required for their position. This includes approximately 120 employees in the following areas: Field Management, Work Crew, Environmental Education, Camper Conservation, the Order of the Arrow Trail Crew, and the special initiative staff of the Conservation Department. The Conservation Program Director leads the department towards completion of Philmont's educational, recreational, and natural resource management objectives.

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 Conservation Program Director should have at least four seasons of experience working in the Conservation Department, with two of those at a coordinator level or above. The Director should demonstrate strong leadership, organizational, planning, and conservation work skills. A key component of the position is maintaining work relationships with other seasonal and permanent departments on the ranch. The Director needs an intimate understanding of Philmont operations and culture to succeed. Work and education experience in conservation, leadership, and/or management outside of Philmont is valuable. Past Directors are a diverse group with varying education and experience levels.

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.
- Lead the managers of Conservation Department programs, providing them with the training and resources they require to succeed.
- Directly supervise and formally evaluate the performance of Associate Directors of Conservation under your supervision.
- Oversee the training of all Conservation Department employees, 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 cooperation with the career staff and seasonal managers, provide on-the-job training for conservation employees.
- Support the training efforts of other departments, especially Backcountry and Rangers, by providing subject matter experts from the Conservation Department as needed.
- Visit and inspect conservation work sites and program areas, verifying that the quality and quantity of work meets the accepted department standards. Provide feedback to staff and managers regarding each visit.
- Provide support for Conservation Department individual programs as a guest speaker when needed.
- Build relationships with other department managers. Communicate with them regularly to identify opportunities for collaboration and resolve any issues in a timely manner.
- Empower all conservation employees to solve problems through critical thought and responsible action, within the constraints of their position, skills, and equipment.
- Collect final reports from Field Manager and Associate Directors. Prepare a final report on the summer's activities and submit all reports to the Recreation Resource Manager.
- Work with Philmont's program management team to plan and prioritize Conservation Department projects for future years.
- Enthusiastically carry out the mission of Philmont Scout Ranch by completing other duties as assigned by the Director of Conservation.

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: <https://www.philmontscoutranch.org/resources/conservation/>

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

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