

**WORK CREW COORDINATOR
POSITION DESCRIPTION**

Reports to: Associate Director of Conservation for Work Crew
Dates: May 15 (slightly flexible) – August 24 (slightly flexible)

POSITION CONCEPT

The Work Crew Coordinator (WCC) assists the Associate Director of Conservation for Work Crew (ADC-WC) in leading the Work Crew program. The Work Crew program develops and maintains Philmont’s backcountry hiking and camping infrastructure. The WCC helps supervise and provide training for the 4 Work Crew Foremen and 16 staff. The Work Crew leadership team works closely with ranch management, the Director of Conservation, and other ADCs 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 14 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 WCC needs significant experience working as an informal and formal educator, in a wilderness setting. The WCC 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. The WCC should have a basic understanding of Philmont’s operations and culture. Excellent social skills, a background in volunteer management, and a background in working with youth are desired. Typical applicants have at least two years of experience at Philmont, including at least one year in the Conservation Department, preferably as a Work Crew Foreman. 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.
- In partnership with the ADC-WC, implement the training program for Work Crew Foremen and staff, 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 Work Crew assignments are met.
- Assist the ADC-WC with midsummer and end-of-season evaluations for all staff members.
- Maintain communication with seasonal and permanent Backcountry leadership and other seasonal management regarding Work Crew assignments. This includes conversations in person and via inter-camp mail, as well as during field visits to work sites.
- Assist the ADC-WC with preparation of a final report, detailing the summer's operations.
- In cooperation with Field Management and the ADC-WC, conduct periodic backcountry crew visits, providing priority and technical project guidance.
- Coordinate with Field Management, the ADC-WC, and the Philmont GIS team to maintain an updated database of Philmont's backcountry hiking and camping infrastructure.
- Enthusiastically carry out the mission of Philmont Scout Ranch by completing other duties as assigned by the ADC-WC, Field Manager, Recreation Resource Manager or other Philmont Managers.

Training Opportunities

The WCC will receive training from the ADC-WC in job-specific responsibilities. General training in Philmont and Conservation Department operations and policies will be provided as appropriate. Opportunities for advanced training in trail construction and design techniques may be available. The WCC may have the opportunity to complete chainsaw training.

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:

Lee Hughes

Director of Conservation

Philmont Scout Ranch

Lee.Hughes@scouting.org

(575) 376-2281 x1249