

**FIELD COORDINATOR
POSITION DESCRIPTION**

Reports to: Field manager

Dates: May 1 (flexible) – August 24 (slightly flexible)

POSITION CONCEPT

The Field Coordinator reports to the Field Manager and is a member of the Field Management Team and backcountry project support system. The team collaborates with the Director of Conservation, and the leadership of the other Conservation Department Programs to provide field project development and oversight, training opportunities, as well as logistical and technical support for the Conservation Department. Field Management also maintains the department’s large inventory of tools and workshop space.

PHILMONT REQUIREMENTS

- Be over 21 years of age
- Be able to acquire a Philmont Driving Permit
- 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 7 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

Field Coordinators should have at least three seasons of experience working in the Conservation Department, with at least one of those at a foreman level or above. The Field Coordinators should have demonstrated strong leadership, organizational, planning, and field work skills. Experience designing and surveying multi-use trails in complex terrain is preferred. A key component of the position is maintaining work relationships with other seasonal and permanent departments on the ranch. The Field Coordinators 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 Coordinators 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.
- 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.
- In conjunction with the Field Manager, Director and Associate Directors of Conservation, develop and oversee completion of backcountry trail and campsite projects.
- Assist in the facilitation of 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.
- Under the direction of the Field Manager, and in conjunction with the Associate Directors, provide continued, on-the-job training for Conservation employees. Empower all conservation employees to solve problems through critical thought and responsible action, within the constraints of their position, skills, and equipment.
- Visit and inspect conservation work sites and program areas, verifying that the quality and quantity of work meets the accepted department standards and adheres to design specifications. Provide feedback to staff and managers regarding each visit.
- Deliver logistical and technical support to the Conservation Department as needed.
- Provide support for Conservation Department individual programs as a guest speaker or lesson instructor 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.
- 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 Program and the Recreation Resource Manager.

Training Opportunities

In most cases the Field Management Team and Director of Conservation provide training opportunities for other staff within the department. However, there is occasion to learn new skills and improve on old ones, and the Field Coordinators should proactively pursue those opportunities. The Field Manager has access to all of the department's specialized equipment as well as the program managers that train others to use it. There are also ample chances to develop better personnel and project management skills.

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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