

**TRAINING AND EQUIPMENT MANAGER
POSITION DESCRIPTION**

Reports to: Field Manager

Typical Dates of Employment: May 15 (slightly flexible) – August 25 (slightly flexible)

POSITION CONCEPT

The Training & Equipment Manager oversees the use of the Conservation Department's workshop and collaborates with program leadership to manage the department's extensive inventory of tools and equipment. The Manager provides technical assistance and training opportunities for Conservation staff on the standards of use and care of the department's tools and equipment. While the Manager is responsible for all Conservation equipment, an emphasis on chainsaw equipment is expected.

PHILMONT REQUIREMENTS

- Be over 21 years of age.
- Be able to acquire a Philmont Driving Permit.
- Be prepared for strenuous workdays, in remote locations, which include hiking and working on rough terrain, in all weather conditions, for 9-12 hours in a day.
- Be prepared to spend up to 5 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 training & Equipment Manager should have at least one season of experience working in the Conservation Department. The Manager should have demonstrated strong leadership, organizational, planning, problem solving, and technical skills. A high degree of mechanical proficiency and experience working with common hand tools and chainsaws or other small engines is preferred. Work and education experience in conservation, leadership, and/or management outside of Philmont is valuable.

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.
- Manage use of the Conservation Workshop. Maintain and repair tools and equipment as required. Ensure that resources are available to staff to help them successfully carry out their job.
- Directly supervise and formally evaluate the performance of any staff who report to you.
- 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.
- Assist in the training of all Conservation Department employees, ensuring they are prepared to perform their jobs as expected by Philmont's permanent and seasonal managers.
- In cooperation with the Director of Conservation, Field Manager, and 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.
- Deliver logistical and technical support to the Conservation Department as needed.
- Maintain a high standard of organization and efficiency in order to fulfill the tool and equipment needs of the department.
- Prepare a final report on the summer's activities, and submit report to the Field Manager.
- 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.

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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