

**ENVIRONMENTAL EDUCATION COORDINATOR  
POSITION DESCRIPTION**

**Reports to:** Associate Director of Conservation for Environmental Education

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

**POSITION CONCEPT**

The Environmental Education Coordinator helps 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 Coordinator is responsible for assisting the ADC-EE in the development of educational lessons and activities at the request of the Ranch and provides training and oversight for up to 12 staff. The Coordinator works closely with the ADC-EE, 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 Environmental Education Coordinator needs significant experience working as an informal and formal educator in a wilderness setting. The Coordinator 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 Environmental Education Coordinator 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 two years of experience at Philmont, including at least one in the Conservation Department,

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.
- In partnership with the ADC-EE, implement the training program for 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.
- Assist the ADC-EE with the preparation of a training report, documenting the schedule and content of all training provided.
- Assist the ADC-EE with 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.
- Assist the ADC-EE with preparation of 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.

## **Training Opportunities**

The EE Coordinator will receive training from the ADC-EE in job specific responsibilities. General training in Philmont and Conservation Department operations and policies will be provided by the, Director of Conservation, or other Philmont managers as appropriate. Key job responsibilities, such as coordination with private and government partners, will provide the EE Coordinator with professionally valuable experience. Opportunities for continued training in specific topics are also available throughout the summer season.

## **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](mailto:Lee.Hughes@scouting.org)

(575) 376-2281 x1249