

POSITION DESCRIPTION

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| Position: | Natural Resource Coordinator |
| Department: | Conservation |
| Salary Level: | III (Coordinator/Asst. Manager) |
| Default Housing: | <i>Roofed-CHQ (Final housing assignments may differ based on availability)</i> |
| Reports To: | Wildlife Biologist |
| Desired Availability: | May 15 – August 16 |

Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of Scouting America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current Scouting America Annual Health and Medical Record (Parts A, B, & C) to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

Conservation Natural Resource Coordinator (CNRC) is a leadership position in the Conservation Department. The CNRC trains and manages the Conservation Natural Resource Technicians and reports directly to the Wildlife Biologist. The CNRC is responsible for planning and executing day-to-day operations of the team. The CNRC networks with the Conservation Department and other departments at Philmont to accomplish the team's goals and manage the care of the team's equipment and vehicles. Under this position, the CNRC will be responsible for the quality control of data entry and will make sure that all work assignments are carried out in full and in a professional manner. The CNRC will be responsible for the final draft and submission of the end of season report to the Wildlife Biologist. The CNRC is expected to provide leadership, supervise, and work alongside the Conservation Natural Resource Technicians on required tasks.

Primary 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
- Under the guidance of the Director of Conservation and Wildlife Biologist, establish a set of performance goals for the summer
- Be an active participant during Conservation Training by remaining engaged, asking questions, and volunteering to help, as needed
- Demonstrate situational awareness in your worksite to ensure the welfare and safety of participants and staff
- Contribute to team success, sharing the responsibilities of daily crew operations with your coworkers

- Maintain a clean and organized office and workshop space • Under the direction of the Wildlife Biologist, establish performance goals for the summer
- Prepare/utilize educational material to convey Philmont's bear procedures, wildlife awareness, and invasive species identification/treatment, and be ready to deliver that information in a clear and concise manner
- Maintain data and records in the database in an organized fashion
- Become proficient in the use of GPS units and familiar with mapping using ArcGIS
- Become an expert in safe and proper storage of smellables in the backcountry to reduce the risk of bears in camp
- Maintain the pesticide storage facility in a clean, organized manner
- Use pesticides legally, in accordance with the instructions printed on their labels
- Keep detailed pesticide application records, in accordance with state and federal law
- Become proficient in the identification of species (invasive/native flora and fauna) on the Ranch
- Know and teach the appropriate safety measures to your crew, including the use of personal protective equipment and safe working practices
- Properly maintain assigned tools, equipment, and vehicle to the standards of the Philmont Conservation Department
- Maintain a friendly, helpful, respectful attitude while providing extraordinary customer service to Philmont participants, visitors, and staff
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Possess a solid foundation of basic theories and principles behind natural resources/wildlife management
- Possess a solid foundation of conservation work and leadership experience
- 1-3 seasons of experience working in the conservation Department at Philmont Scout Ranch (or similar organizational experience combined with senior standing in an accredited bachelor's degree program in natural resource management, wildlife biology, or related field)
- Proficient experience using GPS/GIS hardware and software
- Demonstrated ability to perform research, collect data both in the field and electronically
- Ability to compute mathematical calculations including multiplication, division, percentages, and averages
- Strong communication skills and comprehension of oral and written directions
- Experience with pesticide application, mowing, UTV operations, and heavy equipment is desired
- Comfortable speaking and giving directions to groups of up to 30 individuals
- Ability to function well in a high-paced and at times stressful environment

Physical Requirements & Work Environment

- Must be 21 years of age or older
- Must meet the Scouting America height/weight requirements for high adventure activities
- Must be able to acquire a Philmont Driving Permit
- Must be able to acquire a Private Applicator License from the New Mexico Department of Agriculture prior to scheduled arrival date
- Be able to hike to remote worksites carrying loads up to 60 pounds (backpack, backpack sprayer, equipment, etc.)
- Be prepared for physically strenuous workdays that include hiking and working in difficult terrain, in all weather conditions, and in aquatic environments for approximately 9-12 hours per day

- Be on-call during scheduled work week

Additional Information

The Conservation Natural Resource Coordinator will receive specialized training in monitoring, pesticide application, mechanical weed treatment, UTV operation, and GPS/GIS mapping. Other opportunities for advancing knowledge will be done through hands on experience gained through field work and assisting with items such as population counts and flora inventories. There will also be eight days of Conservation Department Training. Opportunities may arise throughout the summer for on-the-job training that may include advanced professional skill development and chainsaw operation. <https://www.philmontscoutranch.org/resources/conservation/jobs/>

It should be noted by applicants that Philmont Scout Ranch and the surrounding are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

Philmont and Scouting America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 12/20/2024