

POSITION DESCRIPTION

Position:	Cabin Restoration Project Coordinator
Department:	Maintenance/Facilities
Reports To:	Foreman of Special Projects
Desired Availability:	May 10 – August 22

Philmont Standards

- Must be at least 18 years of age by start of employment; some positions require a minimum age of 21 by start of employment
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a completed BSA Annual Health and Medical Record to the Infirmary upon arrival
- 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

The Cabin Restoration Coordinator is responsible for providing project guidance and support to the Cabin Restoration Foreman and Staff in the restoration of Philmont's historic log cabins. The Coordinator works to ensure that materials are ordered and delivered to the work site in a prompt and timely manner and the staff are trained. This position is responsible for planning any future cabin restoration project using "Condition Assessment of Historic Structures: March 4, 2019" as an outline. This position reports directly to the Foreman of Special Projects in the Facilities department.

Primary Duties & Responsibilities

- Be thoroughly familiar with Scouting aims and ideals, help operate the camp in a manner that teaches and reinforces these ideals.
- Have and maintain a respect for the value of Philmont's Historical Structures and the importance of their maintenance and restoration.
- Provide direct oversight to and periodic staff evaluations of the Cabin Restoration Foreman
- Serve as a coach and counselor to the Cabin Restoration Foreman so they effectively serve as a member and leader of a successful team.
- Provide initial and continuous on-the-job training for all staff assigned to the crew so that each member can do any of the jobs required.
- Plan any specialized program training during staff training week and throughout the work season as project dictates.
- Be thoroughly familiar with all information relative to the work project, so that questions can be answered and a stimulating and informative program of consistent high-quality can be delivered.

- Be familiar with most construction techniques and be able to perform complex carpentry and construction tasks.
- Become familiar with historic cabin construction techniques, how to utilize period correct tools, and other skills related to reconstructing and preservation of historic structures.
- Work closely with Philmont Management, private landowners, consultants, and other individuals as it relates to the upcoming preservation projects to ensure timely completion and that expectations for the project are met.
- Maintain a working relationship with other tradesmen in the Facilities Department in the installation of utilities, use of heavy equipment, and other needs as they arise.
- Promptly reply to the Cabin Restoration Foreman's request for material and ensure materials are ordered and arrive at the work-site so that they are available prior to being needed.
- Keep records of any purchases and monitor expense so as to not run over a project's budget.
- Monitor any ongoing preservation projects so that they are completed in a timely manner.
- Help compile information and complete an end of season report from your observations and knowledge of the program(s).
- When at the worksite, assist with camp chores - cleaning showers and latrines, cooking, duties of living in a staff camp.
- Assist with other staff responsibilities as directed by the Foreman of Special Projects to ensure that the mission of the Philmont Scout ranch is carried out.

Qualifications/Experience

- Be familiar with standard methods of preservation as outlined in National Park Service's "Preservation Briefs"
- Education in Construction Management or equivalent experience
- Previous Cabin Restoration experience is a plus
- Able to safely drive and navigate backcountry roads
- Be familiar with current building standards, safety procedures, and construction methods.
- Ability to read blueprints, sketches, and other drawings

Physical Requirements & Work Environment

- Submit a completed Philmont Health and Medical Form, meet the Height/Weight Requirements for backcountry participation, and be able to lift and handle materials up to 70 pounds.

Additional Information

Send inquiries to philstaff@scouting.org.

Philmont and the Boy Scouts of 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: 1/4/2021