

ORDER OF THE ARROW TRAIL CREW (OATC) FOREMAN

POSITION DESCRIPTION

Reports to: Associate Director of Conservation for Order of the Arrow Trail Crew, Conservation Program Director

Dates: May 20 (firm) – August 22 (slightly flexible)

POSITION CONCEPT

OATC Foremen facilitate the two week OATC Trek. The OATC Foreman pairing is responsible for the members of their crew from their arrival until their departure 15 days later. The first week is spent at an OATC worksite in the backcountry while the second week is spent on a trek through Philmont and its surrounding land partners. Two foremen pairings will jointly manage the worksite, consisting of their two crews (approximately 10 participants each). The foreman will be responsible for the instruction of the participants in trail building techniques, the facilitation of crew discussions, and everyday camp duties. During the trek week, a foreman pairing will lead their individual crew and act in a ranger and/or advisor role, ensuring that the trek is successful. Throughout the two weeks, the Foreman will facilitate unique program elements. At the end of each trek, foreman pairings evaluate each crew member to provide the ranch with relevant information for future hiring decisions, and to help in the continued growth of the participants, even after they have left the Ranch.

PHILMONT REQUIREMENTS

- Be over 21 years of age
- Be currently registered in the Order of the Arrow and of the BSA
- Ability to hike up to 20 miles a day over rugged, mountainous terrain while carrying a 50 pound backpack.
- 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 15 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

OATC Foremen are expected to have a solid foundation of conservation work skills and leadership experience. OATC Foremen need strong organization and communication skills to effectively perform their duties. Participation in the OATC Trek or other OA High Adventure opportunities is an excellent way to gain experience and understanding of the Ranch and OATC program.

DUTIES & RESPONSIBILITIES

- Establish yourself as a leader within the OATC Program, 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 any other visitors to the ranch. Demonstrate good situational awareness.
- Be an active participant during Conservation Training. Remain engaged, ask questions, and volunteer to help as needed.
- Under the guidance of the ADC-OATC and OATC Coordinator, establish a set of performance goals for the summer.
- Greet and prepare arriving OATC crews for their trek. Guide them through Base Camp with stops at places such as Registration, Medical Recheck, Outfitting Services, and Dining Hall meals.
- Conduct a shakedown of all personal and crew equipment to ensure the crew's readiness to hit the trail.
- Throughout your time with your crew, develop leadership skills in all participants.
- Consistently communicate with foreman and rotation partners to establish and maintain an equal distribution of worksite and trek responsibilities.
- While in the backcountry, educate the crew on topics such as navigation, hiking etiquette, campsite setup, personal sanitation practices, bear and wildlife procedures, cooking skills, Philmont history, backcountry time management, and general trek planning skills.
- Become an expert in safe and proper use of provided hand and power tools.
- Properly maintain your crew's tools and equipment to the standards of the Philmont Conservation Department and maintain a clean and organized tool cache.
- Maintain clean and organized campsites while deployed in the backcountry, following the procedures in the OATC Foreman handbook.
- Become an expert in the project at your worksite. Learn the science and engineering principles underlying your work and communicate them to others clearly.
- Know and teach the appropriate safety measures to your crew, including the use of personal protective equipment and safe working practices.
- While with your crew, pass on information about wilderness stewardship and outdoor ethics using the Philmont Wilderness Pledge as well as personal stories and insights.
- Be able to effectively facilitate discussions and unique program elements pertaining to the ideals of the Order of the Arrow.
- Be able to facilitate an opening and closing ceremony effectively.
- Debrief with OATC Leadership after completion of each trek session.
- Complete all required paperwork and documentation in a timely fashion including but not limited to; commissary orders, worksite logs, and participant evaluations.
- Promote OA High Adventure and Philmont individual treks throughout the summer.
- Enthusiastically carry out the mission of Philmont Scout Ranch by completing other duties as assigned by any member of the Conservation Leadership Team or other Philmont Managers.

TRAINING OPPORTUNITIES

OATC Foremen complete an eight-day specialized training in the policies and practices of Philmont Scout Ranch, the Order of the Arrow, and the OATC program. Topics include crew leadership, group discussion facilitation, trek planning, and program implementation. OATC Foreman also complete eight days of Conservation Department Training. Opportunities may arise throughout the summer for training in chainsaw operation, rigging, retaining wall construction, or other advanced 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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