

## POSITION DESCRIPTION

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<b>Position:</b>	Conservation Associate Director – Camper Conservation
<b>Department:</b>	Conservation
<b>Salary Level:</b>	IV (Manager/Director)
<b>Default Housing:</b>	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Director of Conservation
<b>Desired Availability:</b>	May 15 – August 22

### 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 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 complete and current BSA Annual Health and Medical Record 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

The Associate Director of Conservation – Camper Conservation (ADC-CC) leads the Camper Conservation program. Camper Conservation engages Scouts in their environment and offers them the opportunity to give back to Philmont during a three-hour conservation project. The ADC-CC supervises and provides training for 60 staff: the Camper Conservation Coordinator (CCC), 10 Conservation Site Foremen, and 50 Conservationists. The ADC-CC works closely with the ranch management, the Director of Conservation, and other ADCs to ensure that the Conservation Department’s education and recreation management objectives are met.

### 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.
- Oversee the training of the CCC and all Site 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 Camper Conservation projects are met.
- Prepare a training report, documenting the schedule and content of all training provided.
- In partnership with the CCC, provide midsummer and end-of-season evaluations for all staff members.

- Maintain communication with seasonal and permanent Backcountry leadership and other seasonal management regarding Camper Conservation projects. This includes conversations in person and via inter-camp mail, as well as during field visits to work sites.
- Prepare a final report, detailing the summer's operations.
- In cooperation with Field Management and the CCC, conduct periodic project site visits, providing trail construction and priority guidance.
- Coordinate and schedule the Conservationist swap, a continued training and education opportunity for Camper Conservation staff
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 21 years of age by time of employment
- Experience working as an informal and formal educator, in a wilderness setting.
- 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.
- Have an intimate understanding of Philmont's operations and culture. Excellent social skills, a background in volunteer management, and a background in working with youth are desired.
- Typical applicants have at least three years of experience at Philmont, including at least two years in the Conservation Department at least one year as a Conservation Site Foreman.
- Education and conservation work experience outside of Philmont are also desired
- Be able to secure and maintain a Philmont driving permit

### Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Be capable and willing to work in all types of weather conditions at various locations
- Be able to hike to remote worksites, carrying loads up to 60 pounds.
- Be prepared for strenuous workdays that can include hiking and working on rough terrain, in all weather conditions, for 9-12 hours.

### Additional Information

Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding area 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 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: 7/9/2022**