

POSITION DESCRIPTION

Position:	Conservation Associate Director – Order of the Arrow Trail Crew
Department:	Conservation
Salary Level:	IV (Manager/Director)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Director of Conservation
Desired Availability:	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 – Order of the Arrow Trail Crew (ADC-OATC) leads the OATC program. This is a two-week long service learning adventure that instills and reinforces the values of the Order of the Arrow in its participants. The ADC-OATC supervises and provides training for 13 staff: the OATC Coordinator and 12 Foremen. The ADC-OATC works closely with the Director of Conservation, 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.

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 OATC Coordinator and all OATC 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 OATC treks are met.
- Prepare a training report, documenting the schedule and content of all training provided.
- In partnership with the OATC Coordinator, provide midsummer and end-of-season evaluations for all staff members.

- Communicate with guest speakers from Philmont's Management and BSA Officials. Schedule their visits with OATC crews in the field, or preferably at their closing banquets.
- Maintain communication with backcountry camp directors and other seasonal management regarding OATC crews. This includes conversations in person and via inter-camp mail, as well as during field visitations to crews on trek.
- Assist the Philmont Marketing Department in its efforts to promote participation in the OATC program.
- Prepare a final report, detailing the summer's operations.
- Conduct a weekly site walkthrough with the OATC Coordinator providing trail construction and priority guidance; as well as working remotely with the foreman the ADC-OATC to plan treks for the following week.
- Carry out field visits of crews on trek, independently and with the OATC Coordinator.
- Facilitate the end of trek banquet for each crew
- 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 OATC 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

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