

## POSITION DESCRIPTION

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<b>Position:</b>	Chaplain Coordinator
<b>Department:</b>	Chaplain
<b>Salary Level:</b>	V (Administrator/Professional)
<b>Default Housing:</b>	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Director of Camping
<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 Chaplaincy at Philmont works as an unified body to establish and maintain a proper religious and spiritual environment (climate) among all members of the Philmont community and 'counsels' participants and staff as needed. The objective of the Chaplaincy at the Ranch is to achieve excellence in meeting the goals and aims of the Boy Scouts of America.

### Primary Duties & Responsibilities

- In cooperation with the Director of Camping, and as a leader of the Chaplaincy Corps, work to develop a 'Worship Services' plan that meets the religious objectives of the faith and individual needs of guests at Philmont that are within the generally recognized parameters and capabilities of Philmont and the Boy Scouts of America.
- In cooperation with the Director of Camping and the specific faith groups to help in recruiting sufficient Chaplain candidates to fill the Chaplain positions.
- Develop the weekly assignment rotations schedule to be used by all the Chaplains.
- Fulfill a weekly assignment to one of the areas of Chaplain Responsibilities: Philmont Training Center Chaplain, Camping Headquarter Chaplain, Infirmary Chaplain, Backcountry Chaplain, Emergency Chaplain, and Relief Chaplain. The weekly assignments will be rotated among all Chaplains throughout the summer.
- Ensure that the Chaplaincy Corps meets the five priorities of the Chaplaincy:
  - All who visit Philmont have a chance for a religious experience.
  - Work to support emergencies.
  - Support the needs of Infirmary Patients on and off the Ranch.

- Support the crew position of Chaplain Aide.
- Support the needs of the Philmont Staff.
- Ensure that Chaplains conduct daily “faith specific” religious services at Camping Headquarters (within the established time- frame of 7:00 – 8:00 pm.) Conduct weekly “faith specific” religious services at Camping Headquarters (Jewish – Saturdays, Protestant, Catholic, and LDS (Mormon) – Sundays) at 9:00 am.
- As assigned, conduct an Interfaith/Nondenominational (“A Scouts’ Own”) Worship Service at the Philmont Training Center on a predetermined schedule (usually on Sundays at 4:30 pm).
- As assigned, conduct “Sunrise Services” at the Philmont Training Center each Tuesday and Thursday mornings at the PTC Chapel (~6:00 am).
- As assigned, conduct regularly scheduled backcountry religious services at locations agreed upon by the Director of Camping and the Chaplaincy.
- Through daily contacts with Logistics, the Backcountry Managers, and the Infirmary, assist to help meet the transportation and distribution needs of participants, advisors, and staff. The ride priority system must be followed at all times.
- Maintain a daily knowledge of those people (Camping and Training Center participants and staff) who have health or personal problems and give support or counsel as needed. Be particularly alert to those participants and staff who are hospitalized (off-Ranch).
- As necessary deliver “emergency messages” (usually available from Logistics Radio Room) to the backcountry in accordance with the Philmont driving policies.
- Respond to special religious needs and requests, including memorial services and specific religious conferences, as needed.
- Assist in Conflict Resolution Training for all staff. Support the Ranch wide program of “Roses, Thorns, and Buds”, a method of resolving conflicts by daily communication within the community of the participant or staff member.
- Conduct and lead the Chaplaincy in a variety of meetings and trainings as scheduled and as agreed upon by the Director of Camping.
- Maintain all records including worship service attendance, mileage reports, and offering accounting records.
- Submit a final report on the operating season to the Director of Camping.
- Assist with other staff responsibilities as directed by the Director of Camping to ensure that the mission of the Philmont Scout Ranch is carried out in a professional and timely manner.
- 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
- Must be able to secure a Philmont driving permit
- Previous Philmont leadership experience preferred
- Ability to function well in a high-paced and at times stressful environment

### 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 driving, walking, bending, stooping, kneeling, or crouching
- Be capable and willing to work in all types of weather conditions at various locations

### 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