

POSITION DESCRIPTION

Position:	Conservation Program Director
Department:	Conservation
Salary Level:	V (Administrator/Professional)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Director of Conservation
Desired Availability:	May 15 – August 31

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 Conservation Program Director works closely with the Director of Conservation to ensure that staff members in the Conservation Department receive the leadership, management, training, and inspiration required for their position. This includes approximately 120 employees in the following areas: Field Management, Work Crew, Environmental Education, Camper Conservation, the Order of the Arrow Trail Crew, and the special initiative staff of the Conservation Department. The Conservation Program Director leads the department towards completion of Philmont's educational, recreational, and natural resource management objectives.

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.
- Lead the managers of Conservation Department programs, providing them with the training and resources they require to succeed.
- Directly supervise and formally evaluate the performance of Associate Directors of Conservation under your supervision.
- Oversee the training of all Conservation Department employees, 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 cooperation with the career staff and seasonal managers, provide on-the-job training for conservation employees.

- Support the training efforts of other departments, especially Backcountry and Rangers, by providing subject matter experts from the Conservation Department as needed.
- Visit and inspect conservation work sites and program areas, verifying that the quality and quantity of work meets the accepted department standards. Provide feedback to staff and managers regarding each visit.
- Provide support for Conservation Department individual programs as a guest speaker when needed.
- Build relationships with other department managers. Communicate with them regularly to identify opportunities for collaboration and resolve any issues in a timely manner.
- Empower all conservation employees to solve problems through critical thought and responsible action, within the constraints of their position, skills, and equipment.
- Collect final reports from Field Manager and Associate Directors. Prepare a final report on the summer's activities and submit all reports to the Recreation Resource Manager.
- Work with Philmont's program management team to plan and prioritize Conservation Department projects for future years.
- 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
- Typical applicants have at least four seasons of experiences working in the Conservation Department, with two of those at a coordinator level or above.
- 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.
- Work and education experience in conservation, leadership, and/or management outside of Philmont is valuable
- Past Directors are a diverse group with varying education and experience levels

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 inquires 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