

## POSITION DESCRIPTION

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<b>Position:</b>	Environmental Education Coordinator
<b>Department:</b>	Conservation
<b>Salary Level:</b>	III (Coordinator/Asst. Manager)
<b>Default Housing:</b>	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Conservation Associate Director – Environmental Education
<b>Desired Availability:</b>	May 20 – 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 Environmental Education Coordinator helps leads the Conservation Department's experiential education programs. This includes the Roving Outdoor Conservation School (ROCS), Trail Crew Trek (TCT), and the Science, Technology, Engineering, and Math (STEM) Trek. The Coordinator is responsible for assisting the ADC-EE in the development of educational lessons and activities at the request of the Ranch and provides training and oversight for up to 12 staff. The Coordinator works closely with the ADC-EE, 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.
- In partnership with the ADC-EE, implement the training program for all Environmental Educators and TCT 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 all ROCS, TCT and STEM treks are met.
- Assist the ADC-EE with the preparation of a training report, documenting the schedule and content of all training provided.

- Assist the ADC-EE with midsummer and end-of-season evaluations for all staff members.
- Communicate with guest speakers from Philmont's land and educational partners. Schedule their visits to the ROCS, TCT, and STEM Trek programs as needed.
- Maintain communication with backcountry camp directors and other seasonal management regarding ROCS, TCT, and STEM Trek crews. This includes conversations in person and via inter-camp mail, as well as during field visitations to crews on trek and presentations at the July and August Camp Director meetings.
- Assist the Philmont Marketing Department in its efforts to promote participation in the ROCS, TCT, and STEM Trek programs.
- Assist the ADC-EE with preparation of a final report, detailing the summer's operations.
- 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
- Needs significant experience working as an informal and formal educator, in a wilderness setting.
- Should 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, as well as government agencies and local private land managers.
- Should have an intimate understanding of Philmont's operations and culture, excellent social skills.
- A formal education in a relevant field, such as a bachelor's degree in education, recreation, natural resource management, or natural sciences is desired
- Typical applicants have at least two years of experience at Philmont, including at least one year in Conservation Department, although most have more
- Experience in a variety of positions, with consistent advancement in leadership responsibility is desired
- Education and conservation work experience outside of Philmont is also desired
- Must 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 include hiking and working on rough terrain, in all weather conditions, for 9-12 hours.
- Be prepared to spend 6 consecutive nights in undeveloped backcountry campsites.

### 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