

POSITION DESCRIPTION

Position:	Order of the Arrow Trail Crew Coordinator
Department:	Conservation
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Conservation Associate Director – Order of the Arrow Trail Crew
Desired Availability:	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 Order of the Arrow Trail Crew Program Coordinator (OATC Coordinator) assists the ADC-OATC in leading 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 OATC Coordinator helps supervise and provide training for the 12 OATC Foremen. The OATC leadership team works closely with 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.
- In partnership with the ADC-OATC, implement the training program for 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.
- Be an active participant during Conservation Training. Remain engaged, ask questions, and volunteer to help as needed.
- In coordination with other Philmont department managers ensure that the logistical needs of OATC treks are met.
- Assist the ADC-OATC with midsummer and end-of-season evaluations for all staff members.

- 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.
- Assist the ADC-OATC with preparation of a final report, detailing the summer's operations.
- Spend at least one night a week at the OATC worksite, providing trail construction and priority guidance; as well as working with the foreman directly, and the ADC-OATC remotely to plan treks for the following week.
- Carry out field visits of crews on trek, independently and with the ADC-OATC. Help the ADC-OATC 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
- 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.
- Should have a basic understanding of Philmont's operations and culture, excellent social skills, a background in volunteer management, and a background in working with youth.
- Typical applicants have at least two years of experience at Philmont, including at least one year in Conservation Department, although most applicants have had more
- Education and conservation work experience outside of Philmont is also desired
- Extensive involvement in the Order of the Arrow is NOT required
- 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 14 consecutive nights in undeveloped backcountry campsites.

Additional Information

Training Opportunities: The OATC Coordinator will receive training from the ADC-OACT in job specific responsibilities. General training in Philmont and conservation department operations and policies will be provided as appropriate. The OACT Coordinator may have the opportunity to complete conservation sawyer chainsaw training. Key job responsibilities, such as coordination with BSA and OA officials, will provide the OATC Coordinator with professionally valuable experience. Opportunities for continued training in specific topics are also available throughout the summer season. 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.

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