

POSITION DESCRIPTION

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| Position: | Sustainability 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 Field Manager |
| 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 Sustainability Program Coordinator leads Philmont's sustainability efforts, including waste reduction, recycling, water and energy conservation, and educational outreach. Their primary responsibility is to the ranch's recycling program. Additionally, the Sustainability Team is encouraged to develop other avenues of reducing Philmont's ecological footprint.

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.
- Be an active participant during Conservation Training. Remain engaged, ask questions, and volunteer to help as needed.
- Be constantly alert to the welfare and safety of scouts, advisors, coworkers, and anyone else in the vicinity of your work site. Demonstrate good situational awareness.
- Be a good team member, sharing the site management responsibilities with your coworkers.
- Become an expert in safe and proper use of provided hand and power tools
- Become an expert in your work assignments and projects. Learn the science and engineering principles underlying your work and communicate them to others clearly.
- Properly maintain your program's tools and equipment to the standards of the Philmont Conservation Department.
- Maintain a clean and organized office and workshop space

- Be a helpful and productive member the basecamp staff, you are expected to share equally in cleaning, presentations and other chores or duties.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Needs a strong foundation in waste and recyclable materials management
- Should be familiar with natural resources and utility resource management in urban and rural settings
- Should have a basic understanding of Philmont’s operations and culture, and excellent social skills
- Experience with water and energy conservation is desired
- Coursework or a degree in sustainable systems, engineering, or technology is desired but 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 50 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 prepared for strenuous workdays that include hiking and working on rough terrain, in all weather conditions, for 9-12 hours.

Additional Information

Training Opportunities: The Sustainability Program Coordinator can expect to gain substantial data management and project design experience, as well as experience leading a team. The Coordinator participates in and helps lead 8-day Conservation training. Opportunities may arise throughout the summer for on-the-job training in chainsaw operation or other advanced skills. 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