

## POSITION DESCRIPTION

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<b>Position:</b>	Work Crew 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 – Work Crew
<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 Work Crew Coordinator (WCC) assists the Associate Director of Conservation for Work Crew (ADC-WC) in leading the Work Crew program. The Work Crew program develops and maintains Philmont’s backcountry hiking and camping infrastructure. The WCC helps supervise and provide training for the 4 Work Crew Foremen and 16 staff. The Work Crew leadership team works closely with ranch management, the Director of Conservation, and other ADCs 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-WC, implement the training program for Work Crew Foremen and staff, 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 Work Crew assignments are met.
- Assist the ADC-WC with midsummer and end-of-season evaluations for all staff members.
- Maintain communication with seasonal and permanent Backcountry leadership and other seasonal management regarding Work Crew assignments. This includes conversations in person and via inter-camp mail, as well as during field visits to work sites.

- Assist the ADC-WC with preparation of a final report, detailing the summer's operations.
- In cooperation with Field Management and the ADC-WC, conduct periodic backcountry crew visits, providing priority and technical project guidance.
- Coordinate with Field Management, the ADC-WC, and the Philmont GIS team to maintain an updated database of Philmont's backcountry hiking and camping infrastructure.
- 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, preferable as a Work Crew Foreman.
- 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 14 consecutive nights in undeveloped backcountry campsites.

### Additional Information

Training Opportunities: The WCC will receive training from the ADC-WC in job-specific responsibilities. General training in Philmont and Conservation Department operations and policies will be provided as appropriate.

Opportunities for advanced training in trail construction and design techniques may be available. The WCC may have the opportunity to complete chainsaw training.

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