

## POSITION DESCRIPTION

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| <b>Position:</b>             | Trail Crew Trek Foreman  |
| <b>Department:</b>           | Conservation   |
| <b>Salary Level:</b>         | II (Specialists/Foremen)   |
| <b>Default Housing:</b>      | <i>Tent-CHQ (Final housing assignments may differ based on availability)</i> |
| <b>Reports To:</b>           | Environmental Education Coordinator  |
| <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

Trail Crew Trek Foremen lead Philmont's Trail Crew Trek sessions. This 14-day backcountry program serves youth 16-20 years old. It is intended to prepare young people to design and implement conservation projects in their home communities. Seven days of the trek are spent at a trail worksite developing conservation work and crew leadership skills. Seven days are spent trekking through Philmont's backcountry, visiting other project sites.

### Primary Duties & Responsibilities

- Establish yourself as a leader within the Environmental Education Program, the Conservation Department, and Philmont Scout Ranch by setting an appropriate example for other staff and participants.
- Be constantly alert to the welfare and safety of scouts, advisors, coworkers, and any other visitors to the ranch. Demonstrate good situational awareness.
- Be an active participant during Conservation Training. Remain engaged, ask questions, and volunteer to help as needed.
- Be an active and contributing member of Environmental Educator training in Leave No Trace ethics, other outdoor ethics, place-based educator techniques and lesson planning.
- Serve with a partner as an adult leader for Trail Crew Trek. This includes itinerary planning, logistical needs for buses and food, and resource drops for teaching lessons. All responsibility for trek planning and readiness is with Instructors assigned to each session. From the time crew youth are present in base camp to the time they check out and depart, Foremen will be adult leadership and know whereabouts of crew youth at all times.

- Build and maintain positive relationships for the STEM program with all Philmont staff, particularly backcountry and Rangers; encourage constructive feedback through frequent conversation, visits to staffed camps and follow through with EE Leadership about each project undertaken.
- Complete other duties as assigned by direct supervisor or ranch management as required

### **Desired Qualifications & Experience**

- Possess a solid foundation of conservation work and leadership experience
- Needs strong organization and communications skills to effectively perform their duties
- Should feel comfortable leading groups of individuals
- Ability to function well in a high-paced and at times stressful environment

### **Physical Requirements & Work Environment**

- Be over 21 years of age by time of employment
- Be currently registered in the BSA
- Must meet the BSA height/weight requirements
- Be able to hike to remote worksites carrying loads up to 60 pounds
- Be prepared to spend up to 15 consecutive nights per work hitch in undeveloped backcountry campsites
- 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: TCT Foremen complete an eight-day specialized training in the policies and practices of Philmont Scout Ranch. Topics include crew leadership, group discussion facilitation, trek planning, and program implementation. OATC Foreman also complete eight days of Conservation Department Training. Opportunities may arise throughout the summer for training in chainsaw operation, rigging, retaining wall construction, or other advanced skills. 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:** 9/14/2022