

## POSITION DESCRIPTION

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<b>Position:</b>	Service Academy Coordinator
<b>Department:</b>	Ranger
<b>Salary Level:</b>	III (Coordinator/Asst. Manager)
<b>Default Housing:</b>	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Associate Chief Ranger
<b>Desired Availability:</b>	May 15 – 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 Service Academy Coordinator is responsible for cheerfully and willingly serving as a member of the Ranger Department, the objective of which is to serve the campers and advisors who come to Philmont. Their primary duty is to train, coach, mentor, and evaluate Service Academy Rangers in their instruction of backpacking practices and outdoor ethics along with their co-coordinator partner.

### Primary Duties & Responsibilities

- Capacity to work with a co-coordinator partner and keep open lines of communication throughout the summer.
- Strong written communication skills and the ability to manage time efficiently.
- Ability to effectively communicate Philmont camping procedures to Rangers and crews.
- Actively participate in all training requirements and obtain a Philmont Driving Permit.
- Be an advocate and expert of the Ranger Field book and Philmont camping method.
- Be an enthusiastic, friendly, and available supervisor of Service Academy Rangers.
- Be a representative of Philmont and the Ranger Department and give Rangers and Service Academy Rangers the training and support required to be successful outdoor educators.
- Be an attentive resource for Rangers, Service Academy Rangers, and the Ranger Department. Be willing to help/lead in areas such as Search and Rescue, workday assignments, and special projects.
- Serve as Ranger Tent City Manager, housing in a tent, and ensure all Ranger tent city residents and residences are in compliance with tent city rules and regulations.

- Assist other departments across the Ranch to ensure its mission and the efficient operation of program is upheld.
- For each block of Service Academy Rangers, train a group of cadets/midshipmen from the U.S. Military Academy, U.S. Naval Academy, and U.S. Air Force Academy so that they can confidently and effectively instruct, lead, and inspire a crew in all areas necessary for a successful and meaningful trek.
- Throughout each block, mentor Service Academy Rangers and give them advice and guidance on how to improve as outdoor educators.
- Assist in interdepartmental relations and serve as a liaison between the Ranger Department and other departments the Service Academy Program comes in contact with.
- Complete Operations Chief (OC) and Operations Leader (OPS) duties when assigned or be responsible to find another Program Coordinator, Associate Chief Ranger, or the Chief Ranger to cover said shift when unable to be present.
- Complete required paperwork and documentation, including final evaluations for every Service Academy Ranger.
- Write a final report and how-to guide in installments over the course of the summer and present to Associate Chief Ranger in full at the end of the summer season.
- Attend Ranger Leadership meetings in late-June and late-July as well as weekly meetings with Associate Chief Ranger over the course of the summer.
- Meet with the Chief Ranger every two weeks to share program updates and get information on Ranch events and department updates.
- Serve as an authority figure in the Ranger Office in the absence of the Chief Ranger and the Associate Chief Rangers. This includes answering phones, being a helpful resource to Rangers, greeting guests, and answering participant and advisor's questions.
- Take out at least one crew over the course of the summer and work with the Ranger Scheduling Coordinator to determine when would be the best day to pick up a crew.
- Work alongside the Ranger Scheduling Specialist as Ranger Tent City Managers and perform tent inspections at least twice over the summer season.
- Under direction/request from the Chief Ranger, an Associate Chief Ranger, or another Program Coordinator, be prepared to serve as team leader or a team member on Search and Rescue operations.
- Assist with other Ranch functions through workday assignments and special projects when asked or assigned.
- Be willing and able to complete all duties of a Ranger in addition to the above responsibilities
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 21 years of age by the time of employment
- Ability to prioritize tasks and ask for help when needed
- Ability to effectively communicate Philmont camping procedures to the Service Academy Ranger
- Ability to function well in a high-pace and at times stressful environment
- Be an advocate and expert of the Ranger Field book and Philmont camping method
- Previous Philmont ranger experience highly suggested

### Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Ability to hike up to 15 miles a day over rugged, mountainous terrain while carrying a 45-pound backpack.

- 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

### **Additional Information**

*Provide any additional information & generic contact information (no names or individual phone numbers/emails).*

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:** 9/26/2022