

POSITION DESCRIPTION

Position:	Training & Equipment Manager
Department:	Conservation
Salary Level:	IV (Manager/Director)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Director of Conservation
Desired Availability:	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 Training & Equipment Manager oversees the use of the Conservation Department's workshop and collaborates with program leadership to manage the department's extensive inventory of tools and equipment. The Manager provides technical assistance and training opportunities for Conservation staff on the standards of use and care of the department's tools and equipment. While the Manager is responsible for all Conservation equipment, an emphasis on chainsaw equipment is expected.

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.
- Manage use of the Conservation Workshop. Maintain and repair tools and equipment as required. Ensure that resources are available to staff to help them successfully carry out their job.
- Directly supervise and formally evaluate the performance of any staff who report to you.
- 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.
- Assist in the training of all Conservation Department employees, ensuring they are prepared to perform their jobs as expected by Philmont's permanent and seasonal managers.
- In cooperation with the Director of Conservation, Field Manager, and Associate Directors, provide continued, on-the-job training for conservation employees. Empower all conservation employees to solve problems through critical thought and responsible action, within the constraints of their position, skills, and equipment.

- Deliver logistical and technical support to the Conservation Department as needed.
- Maintain a high standard of organization and efficiency in order to fulfill the tool and equipment needs of the department.
- Prepare a final report on the summer's activities, and submit report to the Field Manager
- 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
- Experience working as an informal and formal educator, in a wilderness setting.
- 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.
- Have a high degree of mechanical proficiency and experience working with common hand tools and chainsaws or other small engines is preferred.
- Education and conservation work experience, leadership, and/or management outside of Philmont are also desired
- 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 can include hiking and working on rough terrain, in all weather conditions, for 9-12 hours.

Additional Information

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