

## POSITION DESCRIPTION

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<b>Position:</b>	Field 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 Field Manager
<b>Desired Availability:</b>	January 3 – April 14

### 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 Field Coordinator reports to the Field Manager and is a member of the Field Management Team and backcountry project support system. The team collaborates with the Director of Conservation, and the leadership of the other Conservation Department Programs to provide field project development and oversight, training opportunities, as well as logistical and technical support for the Conservation Department. Field Management also maintains the department's large inventory of tools and workshop space.

### 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 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.
- In conjunction with the Field Manager, Director and Associate Directors of Conservation, develop and oversee completion of backcountry trail and campsite projects.
- Assist in the facilitation of the training of all Conservation Department employees, 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.

- Under the direction of the Field Manager, and in conjunction with the 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.
- Visit and inspect conservation work sites and program areas, verifying that the quality and quantity of work meets the accepted department standards and adheres to design specifications. Provide feedback to staff and managers regarding each visit.
- Deliver logistical and technical support to the Conservation Department as needed.
- Provide support for Conservation Department individual programs as a guest speaker or lesson instructor when needed.
- Build relationships with other department managers. Communicate with them regularly to identify opportunities for collaboration and resolve any issues in a timely manner.
- Work with Philmont’s program management team to plan and prioritize Conservation Department projects for future years.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Experience designing and surveying multi-use trails in complex terrain is preferred
- 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 at least three seasons of experience working in the Conservation Department, with at least one of those at a foreman level or above
- Needs an intimate understanding of Philmont operations and culture to succeed.
- Work and education experience in conservation, leadership, and/or management outside of Philmont is valuable
- Past Coordinators are a diverse group with varying education and experience levels
- Must be able to secure and maintain a Philmont driving permit

### Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- 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 7 consecutive nights in undeveloped backcountry campsites.

### Additional Information

Training Opportunities: In most cases the Field Management Team and Director of Conservation provide training opportunities for other staff within the department. However, there is occasion to learn new skills and improve on old ones, and the Field Coordinators should proactively pursue those opportunities. The Field Manager has access to all of the department’s specialized equipment as well as the program managers that train others to use it. There are also ample chances to develop better personnel and project management 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:** 12/5/2022