

## POSITION DESCRIPTION

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Position:	Individual Programs Coordinator
Department:	Logistics Services
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Logistics Associate Manager – Trip Planning
Desired Availability:	May 20 – August 13

### 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 Individual Programs Coordinator will ensure the well-being and logistical support of all individual program participants at Philmont while providing support to the departments who oversee those programs. These programs include NAYLE, Rayado, Roving Outdoor Conservation School, STEM Trek, OA Trail Crew, Trail Crew Trek, and Ranch Hands.

Success in this position will require interfacing with concerned parents both virtually and in-person as well as constant coordination with department leadership who oversee and support individual programs including the Training Center, Rangers, Conservation, Ranch/Livestock, Welcome Center, Infirmary, Logistics and others. This staff member must ensure participants receive proper supervision according to BSA Youth Protection policies, support injured/ill or early-departing participants, and ensure a clear chain of custody of all minors is established.

When direct support for the individual program participants or staff is not required, this staff member would support Logistics transportation and trip planning responsibilities.

### Primary Duties & Responsibilities

- Utilize the Philmont Gateway Registration System and PTC Registration system to verify participant arrival and departure plans
- Coordinate with Logistics department to ensure individual program participants and itineraries are properly entered in the Philmont Gateway roster system
- Welcome Individual Program participants and any parents/guardians to Philmont and log their arrival

- Verify departure plans and individuals authorized to pick up minors for both planned and unplanned departures
- Verify housing assignments and assist participants in finding those locations or ensure handoff to individual program staff while ensuring proper adult supervision is provided
- Spend the night adjacent to individual program participant housing or designate other staff to do so
- Coordinate logistics for travel and support of early departing youth participants and clearly communicate these plans and expectations with parents/guardians and all other stakeholders
- Work to create consistency of operations and quality of program amongst all individual programs
- Serve as a resource to individual program staff and participants throughout the course of their experience
- Ensure that all departing youth participants are signed out with a designated adult or on their way via their pre-determined transportation method
- Assist the Transportation Coordinator in coordinating non-planned travel and bus coordination
- Assist in with trip planning, special food coordination, radio room operations, and other required Logistics functions
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- 21 years of age or older
- Familiarity with a variety of Philmont departments and their operations
- Strong communications and planning skills
- Familiarity with Philmont's individual programs and the primary points of contact (previous experience as a participant or staff member in an individual program preferred)
- Clear understanding of the Boy Scouts of America Youth Protection and adult supervision requirements
- Previous Philmont Logistics experience preferred

### 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 75% of the workday could be spent standing, walking, bending, stooping, kneeling, sitting or crouching

### Additional Information

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:** 1/16/2024