

POSITION DESCRIPTION

Position:	Geographic Information Systems (GIS) Staff
Department:	Conservation
Salary Level:	I (General Staff)
Default Housing:	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	GIS Coordinator
Desired Availability:	May 25 – August 12

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 Scouting 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 Scouting America Annual Health and Medical Record (Parts A, B, & C) 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

Conservation GIS staff members work with the GIS Coordinator to maintain and develop Philmont's spatial data resources. This half-office and half-field position focuses on collecting and processing data. Staff members are responsible for GPS field data collection, post-collection processing, and a variety of other projects. GIS staff work with Conservation Work Crews, Environmental Educators, the Camper Conservation Program, and many other staff members from a variety of departments to collect data, implement projects, and support program.

Primary Duties & Responsibilities

- Be an active participant during Conservation Training. Remain engaged, ask questions, and volunteer to help as needed.
- 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.
- Be a good team member, working with the other staff member and coordinator to design and implement GIS initiatives.
- Complete projects and work assigned by the Coordinator, Director of Conservation, and work on projects without specific instructions.
- Be self-disciplined and self-motivated in working on short- and long-term projects in the office without supervision.
- Become familiar with the Philmont GIS data infrastructure and protocols.

- Become competent in use of Philmont's GPS units and mobile project structure. Be able to use these units in the field and instruct other staff members in their appropriate use.
- Become familiar with ranch operations and other disciplines in order to effectively design related projects.
- Follow the established procedures for the input, processing, and organization of spatial data.
- Prepare and present interactive lessons to ROCS, STEM, TCT, and other individual program crews about the nature of spatial data and the work of Philmont GIS.
- Design itineraries for field data collection based off of the initiative guidelines provided and be accountable for execution of developed itineraries.
- Hike to remote backcountry areas to collect spatially accurate data with completed attributes.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Expected to have a working knowledge of ArcMap
- Should have basic knowledge of other ArcGIS projects
- Needs to be interested and engaged in Philmont's mission, as well as the mission of the Conservation department
- Strong writing skills and communication are important to success

Physical Requirements & Work Environment

- Must meet Scouting America 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 6 consecutive nights in undeveloped backcountry campsites.

Additional Information

Training Opportunities: GIS Staff will get data management experience and substantial field collection experience. The GIS Staff participates in 8 day Conservation Department training. GIS Staff work with ArcMobile, Trimble GPS Units, campsite, and conservation data. There are also opportunities for staff members to pursue projects of interest within management objectives.

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 Scouting 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: 8/28/2026