

**CHIEF RANGER
POSITION DESCRIPTION****POSITION CONCEPT**

The Chief Ranger 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. His/her primary duty is to train, coach, mentor, and evaluate Associate Chief Rangers and Program Coordinators in their instruction, mentorship, and supervision of Ranger Trainers and Rangers. He/she is a member of the Ranger Department Leadership and is directly responsible to the Director of Program.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have a safe and enjoyable experience. When possible, solve their needs and concerns; when not possible, direct them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp-appearing, and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 21 years old by time of employment.

SPECIFIC JOB REQUIREMENTS

- Ability to work in a team 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 staff, crews, and the general public.
- Actively participate in all training requirements and obtain a Philmont Driving Permit.
- Be an advocate and expert of the Ranger Fieldbook and Philmont camping method.
- Ability to hike up to 15 miles a day over rugged, mountainous terrain while carrying a 45 pound backpack.
- Submit a completed Philmont Health and Medical Form, meet the Height/Weight Requirements for backcountry participation, and be able to lift and handle 70 pounds.

PRINCIPLE RESPONSIBILITIES

- Be an enthusiastic, friendly, and available supervisor to all staff in the Ranger Department.
- Be a representative of Philmont and the Ranger Department and give Associate Chief Rangers, Program Coordinators, and Ranger Trainers the training and support required to be successful managers and department leaders. Also ensure Rangers receive the training and support required to be successful outdoor educators.
- Be an attentive resource for Rangers, the Ranger Department, and the Ranch. Be willing to help/lead in areas such as Search and Rescue, workday assignments, and special projects.
- Assist other departments across the Ranch to ensure its mission and the efficient operation of program is upheld.

DAILY OPERATIONS

- With guidance from the Director of Program, hire Ranger Leadership team.
- Train four Associate Chief Rangers so that they can confidently and effectively instruct, lead, inspire, and evaluate a group of Ranger Trainers and be valuable leaders and resources for the Department and Ranch.
- Train, mentor, and evaluate Program Coordinators. Assist in their program's operation and help ensure they are well-integrated within the Ranger Department. May be delegated to Associate Chief Rangers.
- Throughout the summer, mentor Ranger Leadership team and give them advice and guidance on how to improve as supervisors. Additionally, keep up with Rangers and provide advice and guidance on how to improve as outdoor educators.
- Assist in interdepartmental relations and serve as the liaison between the Ranger Department and all other departments across the Ranch.
- Assign, train, and mentor Associate Chief Rangers in their management of departmental duties such as Banquets, Pro-Deals, Search and Rescue, Late-Arriving Training, Continued Trainings, Qualifications and Department Roster, Cavalcade and N.A.Y.L.E. Liaisons, and Publications.
- Complete Operations Chief (OC) and Operations Leader (OPS) duties when assigned or be responsible to find an Associate Chief Ranger or Program Coordinator to cover said shift when unable to be present.
- Complete required paperwork and documentation, including mid-summer evaluations, final evaluations, and final staff recommendations for Associate Chief Rangers and Program Coordinators.
- Write a final report in installments over the course of the summer and present to Director of Program in full at the end of the summer season.
- Be knowledgeable of every Ranger Department staff member's skills and abilities and consult with the Associate Chief Rangers towards the end of the season to determine future hiring suggestions for every staff member in the Department. Present the list of future hiring suggestions to the Director of Program at the end of the summer season.
- Plan, organize, and operate Ranger Leadership meetings in late-June and late-July as well as weekly meetings with Associate Chief Rangers and regular meetings with Program Coordinators over the course of the summer.
- Attend weekly Saturday Morning Meetings and relay notes to appropriate staff.
- Serve as the authority figure in the Ranger Office. This includes answering phones, being a helpful resource to Rangers, greeting guests, answering participant and advisor's questions, and working with other department managers across the ranch to ensure the efficient operation of program.
- 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.
- Under direction/request from an Associate Chief Ranger or Program Coordinator, be prepared to serve as team leader or a team member on Search and Rescue operations.
- Safely operate large four-wheel-drive vehicles on rough, mountainous roads in varying weather conditions.
- 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.