

**RAYADO TREK COORDINATOR
POSITION DESCRIPTION****POSITION CONCEPT**

The Rayado Trek Coordinator 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 select, train, coach, mentor, and evaluate Rangers in their instruction of backpacking practices and outdoor ethics through the Rayado Trek Program along with their co-coordinator partner. He/she is a member of the Ranger Department Leadership and is directly responsible to the Chief Ranger.

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 of age by time of employment.

SPECIFIC JOB REQUIREMENTS

- Capacity to work with a co-coordinator partner 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 Rangers and crews.
- Actively participate in all training requirements and obtain a Philmont Driving Permit.
- Ability to hike up to 15 miles a day over rugged, mountainous terrain while carrying a 45 pound backpack.
- Be an advocate and expert of the Ranger Fieldbook and Philmont camping method.
- 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 of Rangers.
- Be a representative of Philmont and the Ranger Department and give Rangers the training and support required to be successful outdoor educators.
- Be an attentive resource for Rangers and the Ranger Department. 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

- For two sessions over the course of the summer, select and train a group of Rangers so that they can confidently and effectively instruct, lead, and inspire a crew in all areas necessary for a successful and meaningful Rayado Trek.
- Throughout each session, mentor Rangers and give them advice and guidance on how to improve as outdoor educators.
- Assist in interdepartmental relations and serve as a liaison between the Ranger Department and other departments the Rayado Program comes in contact with.
- Complete Operations Chief (OC) and Operations Leader (OPS) duties when assigned or be responsible to find another Program Coordinator, Associate Chief Ranger, or the Chief Ranger to cover said shift when unable to be present. Also ensure that your program has coverage from your co-coordinator or an ACR should you be beeped during your OC or OPS shift.
- Complete required paperwork and documentation, including commissary orders, itinerary spreadsheets, and end of session evaluations of Rangers and participants.
- Write a final report and how-to guide in installments over the course of the summer and present to Associate Chief Ranger in full at the end of the summer season.
- Attend Ranger Leadership meetings in late-June and late-July as well as weekly meetings with Associate Chief Ranger over the course of the summer.
- Meet with the Chief Ranger every two weeks to share program updates and get information on Ranch events and department updates.
- Serve as an authority figure in the Ranger Office in the absence of the Chief Ranger and the Associate Chief Rangers. This includes answering phones, being a helpful resource to Rangers, greeting guests, and answering participant and advisor's questions.
- 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 the Chief Ranger, an Associate Chief Ranger, or another 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.

Reviewed 11/16 MN