

**ASSOCIATE DIRECTOR OF CONSERVATION – FORESTRY
POSITION DESCRIPTION**

Reports to: Forester

Fall Contract Dates: Early September – Mid November

Winter Contract Dates: Early January – Late April

POSITION CONCEPT

The Associate Director of Conservation – Forestry (ADC-Forestry) leads the offseason forestry programs. The offseason forestry program is responsible for conducting fuels reduction and timber thinning projects at strategic locations around the ranch. The ADC-Forestry supervises and provides training for up to 40 staff. The ADC-Forestry works closely with the Director of Conservation, Forester, Field Manager, and other seasonal management inside and outside of the Conservation Department to ensure that Philmont’s education and recreation management objectives are met.

PHILMONT REQUIREMENTS

- Be over 21 years of age.
- 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 up to 6 consecutive nights in undeveloped backcountry campsites.
- Meet the BSA height/weight requirements for high-adventure activities.
- Provide a completed Annual Health and Medical Record upon arrival at Philmont.
- Exemplify the rules, regulations, policies, and procedures described in the Philmont Staff Guidebook and presented during staff training.
- Maintain a clean and approachable look, adhering to the standards for personal appearance described in the Philmont Staff Guidebook.
- Maintain a friendly, helpful, and respectful attitude while providing extraordinary customer service to Philmont’s participants, visitors, and employees.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.

DESIRED EXPERIENCE

The ADC-Forestry needs significant experience working with conservation project crews in a wilderness setting. The ADC-Forestry 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, as well as government agencies and local private land managers. The ADC-Forestry should have an intimate understanding of Philmont’s operations and culture. Excellent social skills, a background in volunteer and staff management, and a background in working with youth are desired. Typical applicants have at least three years of experience at Philmont,

including at least one year in the Conservation Department and at least a year as a member of the forestry program, although most have had more. Education and conservation work experience outside of Philmont is also desired.

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.
- Oversee the training of the Conservation Forestry Staff, 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.
- In coordination with other Philmont department managers ensure that the logistical needs of Conservation Forestry Crews are met.
- Prepare a training report, documenting the schedule and content of all training provided.
- Provide midsummer and end-of-season evaluations for all staff members.
- Maintain communication with seasonal management regarding Conservation Forestry Crews and projects. This includes conversations in person and via inter-camp mail, as well as during field visitations.
- Assist the Philmont Marketing Department in its efforts to promote the Conservation Department.
- Prepare a final report, detailing the season's operations.
- In coordination with other members of Conservation management, conduct site visits providing project and priority guidance.
- In coordination with other members of Conservation Management, be a resource in basecamp to staff coming in and out of the backcountry.
- Enthusiastically carry out the mission of Philmont Scout Ranch by completing other duties as assigned by the Director of Conservation or other Philmont Managers.

ADDITIONAL INFORMATION

Philmont Scout Ranch: <http://philmontscoutranch.org/philmont.aspx>

Seasonal Employment Opportunities: <http://www.philmontscoutranch.org/jobs.aspx>

Individual Treks: <http://www.philmontscoutranch.org/Camping/IndividualPrograms.aspx>

Conservation: <http://www.philmontscoutranch.org/Resources/conservation.aspx>

For questions about this position and other conservation job opportunities, contact:

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