

**ASSOCIATE DIRECTOR OF CONSERVATION – ORDER OF THE ARROW TRAIL CREW  
POSITION DESCRIPTION**

**Reports to:** Conservation Program Director

**Contract Dates:** May 15 (slightly flexible) – August 25 (slightly flexible)

**POSITION CONCEPT**

The Associate Director of Conservation – Order of the Arrow Trail Crew (ADC-OATC) leads the OATC program. This is a two-week long service learning adventure that instills and reinforces the values of the Order of the Arrow in its participants. The ADC-OATC supervises and provides training for 13 staff; the OATC Coordinator and 12 Foremen. The ADC-OATC works closely with the Director of Conservation, the Conservation Program Director, 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-OATC needs significant experience working as an informal and formal educator, in a wilderness setting. The ADC-OATC 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-OATC should have an intimate understanding of Philmont’s operations and culture. Excellent social skills, a background in volunteer 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 an OATC Foreman, although most have had more. Education and conservation work experience outside of Philmont is also desired. Extensive involvement in the Order of the Arrow is not required.

## **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 OATC Coordinator and all OATC Foremen, 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 OATC treks are met.
- Prepare a training report, documenting the schedule and content of all training provided.
- In partnership with the OATC Coordinator, provide midsummer and end-of-season evaluations for all staff members.
- Communicate with guest speakers from Philmont's Management and BSA Officials. Schedule their visits with OATC crews in the field, or preferably at their closing banquets.
- Maintain communication with backcountry camp directors and other seasonal management regarding OATC crews. This includes conversations in person and via inter-camp mail, as well as during field visitations to crews on trek.
- Assist the Philmont Marketing Department in its efforts to promote participation in the OATC program.
- Prepare a final report, detailing the summer's operations.
- Conduct a weekly site walkthrough with the OATC Coordinator providing trail construction and priority guidance; as well as working remotely with the foreman the ADC-OATC to plan treks for the following week.
- Carry out field visits of crews on trek, independently and with the OATC Coordinator.
- Facilitate the end of trek banquet for each crew
- 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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