

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR
POSITION DESCRIPTION**

Reports to: Director of Conservation

Summer Contract Dates: May 15 (slightly flexible) – August 24 (slightly flexible)

Fall Contract Dates: Early September – Mid November

Winter Contract Dates: Early January – Late April

POSITION CONCEPT

The GIS Coordinator is responsible for seasonal project and personnel management of Philmont’s spatial data resources. The coordinator is responsible for two GIS staff members, including training, scheduling, and performance reviews. The GIS coordinator works with the Director of Conservation and other Conservation Department managers to establish long term projects and set priorities for the summer season. As the primary contact for seasonal GIS needs, the coordinator works with the ADCs and Coordinators of the Conservation department and other members of Ranch leadership. The coordinator is responsible for data organization, as well as technical GIS skills needed to implement data initiatives.

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 GIS Coordinator should have a strong foundation in ArcMap and other ArcGIS programs, as well as the ability to use this foundation to develop new skills. The GIS Coordinator needs to be fully engaged in the mission and ideals of Philmont Scout Ranch and the Conservation department. As such, previous Philmont Conservation experience is recommended. Strong writing and communication skills are required. Leadership and design experience are strongly recommended.

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.\
- 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.
- Plan training for the Conservation GIS staff, including overviewing and practice in the goals and methods of Philmont GIS and data management protocols.
- Be a good team member, communicating with the GIS Staff and encouraging them to develop new skills throughout the summer.
- Work with the Director of Conservation to implement management priorities.
- Actively seek knowledge in ranch management and related disciplines to effectively design projects that bridge disciplines.
- Follow the established procedures for the input, processing, and organization of spatial data. Work to implement best and improved practices.
- Prepare and present interactive lessons for individual programs and other groups as requested about the nature of spatial data and the work of Philmont GIS.
- Take responsibility for campsite data and other data collection initiatives. Provide GIS staff with training to allow for effective delegation of GIS projects.
- Develop GIS skills as needed to recognize and implement the best workable spatial data solution.
- Manage and control the use of Philmont's GPS units, and ensure that mobile projects remain viable and updated.
- Schedule days off, office work, and field collection for the GIS staff.
- Enthusiastically carry out the mission of Philmont Scout Ranch by completing other duties as assigned by any member of the Conservation Leadership Team or other Philmont Managers.

TRAINING OPPORTUNITIES

The GIS Coordinator can expect to gain substantial data management and project design experience, as well as experience leading a team. The GIS coordinator participates in and helps lead 8-day Conservation training. GIS skills developed vary based on summer projects. Opportunities may arise throughout the summer for on-the-job training in chainsaw operation or other advanced skills.

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:

Lee Hughes

Director of Conservation

Philmont Scout Ranch

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