INVASIVE SPECIES PROGRAM COORDINATOR
POSITION DESCRIPTION

Reports to: Wildlife Biologist
Dates: May 15 (slightly flexible) – August 24 (slightly flexible)

POSITION CONCEPT
The Invasive Species Team Leader trains and manages the Invasive Species Team and coordinates invasive species monitoring and removal throughout the summer. The team leader is responsible for planning and executing day-to-day operations of the team, networking with other departments to accomplish the team’s goals and managing the care of the team’s equipment and vehicles.

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.
• 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 Invasive Species Program Coordinator is expected to have a solid foundation of conservation work skills and some leadership experience. Typically, this level of experience is gained through 1-3 seasons of work in the Philmont Conservation Department or with a similar organization. Experience with pesticide application, mowing, GPS/GIS monitoring, and UTV operations are desirable. The Coordinator needs strong organization and communication skills to effectively perform their duties.

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 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.
• Be an active participant during Conservation Training. Remain engaged, ask questions, and volunteer to help as needed.
• Be a good team member, sharing the responsibilities of daily crew operations with your coworkers.
• Under the guidance of the Director of Conservation and Wildlife Biologist, establish a set of performance goals for the summer.
• Hold an NMDA Private Pesticide Applicator license or be prepared to acquire one within two weeks of starting work.
• Maintain the pesticide storage facility in a clean, organized manner.
• Use pesticides legally, in accordance with the instructions printed in their labels.
• Keep detailed pesticide application records, in accordance with state and federal law.
• Become an expert in safe and proper use of provided tools and equipment.
• Become proficient in the identification of invasive and native plants.
• Become proficient in the use of provided GPS units.
• Know and teach the appropriate safety measures to your crew, including the use of personal protective equipment and safe working practices.
• Properly maintain your crew’s tools and equipment to the standards of the Philmont Conservation Department.
• 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 Invasive Species Team Leader receives specialized, on-the-job training in monitoring, pesticide application, mechanical weed treatment, UTV operation, and GPS/GIS mapping. They also complete eight days of Conservation Department Training. 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

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