

**ORDER OF THE ARROW TRAIL CREW PROGRAM COORDINATOR
POSITION DESCRIPTION**

Reports to: Associate Director of Conservation for Order of the Arrow Trail Crew
Dates: May 15 (slightly flexible) – August 24 (slightly flexible)

POSITION CONCEPT

The Order of the Arrow Trail Crew Program Coordinator (OATC Coordinator) assists the ADC-OATC in leading 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 OATC Coordinator helps supervise and provide training for the 12 OATC Foremen. The OATC leadership team works closely with Ranch Management, The Director of Conservation, and other ADCs to ensure that the Conservation Department’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 14 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 OATC Coordinator needs significant experience working as an informal and formal educator, in a wilderness setting. The OATC Coordinator 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 OATC Coordinator should have a basic 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 two years of experience at Philmont, including at least one year in the Conservation Department, 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.
- In partnership with the ADC-OATC, implement the training program for 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.
- Be an active participant during Conservation Training. Remain engaged, ask questions, and volunteer to help as needed.
- In coordination with other Philmont department managers ensure that the logistical needs of OATC treks are met.
- Assist the ADC-OATC with midsummer and end-of-season evaluations for all staff members.
- 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.
- Assist the ADC-OATC with preparation of a final report, detailing the summer's operations.
- Spend at least one night a week at the OATC worksite, providing trail construction and priority guidance; as well as working with the foreman directly, and the ADC-OATC remotely to plan treks for the following week.
- Carry out field visits of crews on trek, independently and with the ADC-OATC. Help the ADC-OATC 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 ADC-OATC, Director of Conservation, or other Philmont managers.

Training Opportunities

The OATC Coordinator will receive training from the ADC-OACT in job specific responsibilities. General training in Philmont and conservation department operations and policies will be provided as appropriate. The OACT Coordinator may have the opportunity to complete conservation sawyer chainsaw training. Key job responsibilities, such as coordination with BSA and OA officials, will provide the OATC Coordinator with professionally valuable experience. Opportunities for continued training in specific topics are also available throughout the summer season.

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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