

**SUSTAINABILITY PROGRAM COORDINATOR
POSITION DESCRIPTION**

Reports to: Field Manager

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

POSITION CONCEPT

The Sustainability Program Coordinator leads Philmont’s sustainability efforts, including waste reduction, recycling, water and energy conservation, and educational outreach. Their primary responsibility is to the ranch’s recycling program. Additionally, the Sustainability Team is encouraged to develop other avenues of reducing Philmont’s ecological footprint.

PHILMONT REQUIREMENTS

- Be over 18 years of age
- Be able to acquire a Philmont driving permit
- Be able to lift and handle materials up to 50 pounds.
- Be prepared for strenuous workdays, in all weather conditions, lasting 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 Sustainability Program Coordinator should have a strong foundation in waste and recyclable materials management. The Coordinator should also be familiar with natural resource and utility resource management in urban and rural settings. Experience with water and energy conservation is also desired. Coursework or a degree in sustainable systems, engineering, or technology is desired but 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.
- 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.
- Be a good team member, sharing the site management responsibilities with your coworkers.
- Become an expert in safe and proper use of provided hand and power tools.

- Become an expert in your work assignments and projects. Learn the science and engineering principles underlying your work and communicate them to others clearly.
- Properly maintain your program's tools and equipment to the standards of the Philmont Conservation Department.
- Maintain a clean and organized office and workshop space
- Be a helpful and productive member the basecamp staff, you are expected to share equally in cleaning, presentations and other chores or duties.
- 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 Sustainability Program Coordinator can expect to gain substantial data management and project design experience, as well as experience leading a team. The Coordinator participates in and helps lead 8-day Conservation 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>

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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Philmont Scout Ranch

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