

**CONSERVATION WORK CREW FOREMAN  
POSITION DESCRIPTION**

**Reports to:** Associate Director of Conservation for Work Crews, Field Manager

**Dates:** May 20 (firm) – August 22 (slightly flexible)

**POSITION CONCEPT**

Work Crew Foremen manage a mobile crew of 3-5 staff working in Philmont’s backcountry or on partner properties. Crews are assigned to a geographic region of the ranch or a designated a “special projects crew”. Foremen are responsible for planning their crew’s work runs, including the travel itinerary, work projects, equipment needs, menu, and other logistical details. They track the accomplishments of their crew and provide a detailed report at the end of each run. Foremen also prioritize newly identified projects on-the-fly and alter their crew’s plans accordingly.

**PHILMONT REQUIREMENTS**

- Be over 18 years of age
- Be able to hike to remote worksites, carrying loads up to 80 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 9 consecutive nights per work hitch 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**

Work Crew Foremen are 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. Work Crew Foremen need strong organization and communication skills to effectively perform their duties. Participating in one of the Philmont Conservation Department’s individual treks (ROCS, OATC, TCT, STEM) is an excellent way for youth to start gaining this experience early.

## **DUTIES & RESPONSIBILITIES**

- Establish yourself as a leader within the Camper Conservation Program, 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.
- Under the guidance of the Associate Director of Conservation – Work Crew (ADC) and Work Crew Coordinator, establish a set of performance goals for the summer.
- Provide detailed pre- and post-run reports of your crew's plans and accomplishments.
- Become an expert in safe and proper use of provided hand and power tools.
- Become proficient in the use of provided tree climbing equipment.
- Become proficient in the use of provided GPS units.
- Properly maintain your crew's tools and equipment to the standards of the Philmont Conservation Department.
- Maintain clean and organized campsites while deployed in the backcountry, following the procedures in the Philmont Ranger Field Book.
- Know and teach the appropriate safety measures to your crew, including the use of personal protective equipment and safe working practices.
- Be a good team member, sharing the site management responsibilities with your coworkers.
- 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**

Work Crew Foremen complete a five-day specialized training in the policies and practices of the Philmont Conservation Department, including crew leadership, project prioritization and management, and tree climbing. They also complete eight days of Conservation Department Training, followed by three days of Work Crew Training. Opportunities may arise throughout the summer for on-the-job training in chainsaw operation, rigging, retaining wall construction, 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

Lee.Hughes@scouting.org

(575) 376-2281 x1249