

**STEM EDUCATION COORDINATOR
POSITION DESCRIPTION**

Reports to: Associate Director of Conservation for Environmental Education

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

POSITION CONCEPT

The STEM Education Coordinator assists the Conservation Program Director in accomplishing the STEM Education goals of Philmont. The Coordinator primarily works with the leadership of Environmental Education Program to help facilitate staff training and support the STEM Treks led by Environmental Educators. The Coordinator does not directly supervise, but will help instruct the Environmental Education staff and will assist them in delivering program to their participants. The STEM Education Coordinator works closely with the Conservation Program Director, 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 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 8 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 STEM Education Coordinator needs significant experience working as an informal and formal educator, in a wilderness setting. The 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 Coordinator should have a basic understanding of Philmont's operations and culture. Excellent social skills, a background in educational content development and delivery, and some experience leading small teams are also 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.

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-EE and Conservation Program Director, help implement the training program for Environmental Educators, 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.
- Assist the leadership of the Environmental Education Program with midsummer and end-of-season evaluations by providing input as it regards to delivery of STEM program.
- Provide logistical support to Environmental Educators leading STEM treks and to the backcountry staff which the STEM treks will pass through or stay with.
- Assist in developing and presenting Continued Training courses for the Ranger Department and any other department as requested.
- Provide logistical support and leadership for youth conference participants in Philmont Training Center STEM week by assisting the PTC as needed.
- Enthusiastically carry out the mission of Philmont Scout Ranch by completing other duties as assigned by the Conservation Program Director, Director of Conservation, or other Philmont managers.

Training Opportunities

The STEM Education Coordinator will receive training from the ADC-EE in job specific responsibilities. General training in Philmont and Conservation Department operations and policies will be provided by the, Director of Conservation, or other Philmont managers as appropriate. Key job responsibilities, such as coordination with private and government partners, will provide the STEM Education 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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