

POSITION DESCRIPTION

Position:	Cabin Restoration Foreman
Department:	Maintenance/Facilities
Reports To:	Cabin Restoration Project Coordinator
Desired Availability:	May 20 – August 22

Philmont Standards

- Must be at least 18 years of age by start of employment; some positions require a minimum age of 21 by start of employment
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a completed BSA Annual Health and Medical Record to the Infirmary upon arrival
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

The Cabin Restoration Foreman is responsible for leading a crew in the maintenance and restoration of Philmont's many aging and historic log cabins. The foreman maintains a constant concern for the health, welfare and safety of the staff and any campers working on or visiting the work site. This position reports directly to the Cabin Restoration Project Coordinator.

Primary Duties & Responsibilities

- Be thoroughly familiar with Scouting aims and ideals, help operate the camp in a manner that teaches and reinforces these ideals.
- Help to provide initial continuous on-the-job training for all staff assigned to the crew so that each member can do any of the jobs required.
- Participate in the specialized program training during staff training week.
- Become thoroughly familiar with all information relative to the work project, so that questions can be answered and a stimulating and informative program of consistent high-quality can be delivered.
- Be familiar with most construction techniques and be able to perform basic carpentry and construction tasks.
- Become familiar with historic cabin construction techniques, how to utilize period correct tools, and other skills related to reconstructing and preservation of historic structures.
- Work closely with the Cabin Restoration Project Coordinator as it relates to the current construction or preservation project to ensure timely completion and that expectations for the project are met.
- Have and maintain a respect for the value of Philmont's Historical Structures and the importance of their maintenance and restoration.
- Serve as a coach and counselor to each member of the staff so they effectively serve as a member of a successful team.

- Maintain a close relationship with members of the Facilities Department.
- Maintain and properly use the radio, program equipment and all other facilities and supplies.
- Prudently handle medical situations and risk management according to established procedures and your best judgement.
- Be familiar with current uniform or costume regulations of assigned camp and ensure staff are dressed accordingly.
- Present a program that imparts useful knowledge, that supports the aims and ideals of the Boy Scouts of America, and that is fun, challenging, stimulating and safe.
- Check materials frequently and keep the Cabin Restoration Project Coordinator of any material needs for projects. Communicate material needs sufficiently early so as to not delay work on the project.
- Maintain a daily work log to include daily goals, progress reached, labor hours expended, and tasks still outstanding.
- Provide any information the Project Coordinator needs to successfully complete an end of season report
- Assist with camp chores - cleaning showers and latrines, cooking, duties of living in a staff camp.
- Assist with other staff responsibilities as directed by the Cabin Restoration Project Coordinator to ensure that the mission of the Philmont Scout ranch is carried out.

Qualifications/Experience

- Must be 21 years of age by time of employment.
- Carpentry experience is a plus

Physical Requirements & Work Environment

- Submit a completed Philmont Health and Medical Form, meet the Height/Weight Requirements for backcountry participation, and be able to lift and handle materials up to 70 pounds.
- Ensure proper use, security and care of construction equipment.

Additional Information

Send inquiries to philstaff@scouting.org.

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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