

**ASSOCIATE CHIEF RANGER
POSITION DESCRIPTION****POSITION CONCEPT**

The Associate Chief Ranger is responsible for cheerfully and willingly serving as a member of the Ranger Department, the objective of which is to serve the campers and advisors who come to Philmont. His/her primary duty is to train, coach, mentor, and evaluate Ranger Trainers in their instruction, mentorship, and supervision of Rangers. He/she is a member of the Ranger Department Leadership and is directly responsible to the Chief Ranger.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have a safe and enjoyable experience. When possible, solve their needs and concerns; when not possible, direct them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp-appearing, and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 21 years of age by time of employment.

SPECIFIC JOB REQUIREMENTS

- Ability to work in a team and keep open lines of communication throughout the summer.
- Strong written communication skills and the ability to manage time efficiently.
- Ability to effectively communicate Philmont camping procedures to staff and crews.
- Actively participate in all training requirements and obtain a Philmont Driving Permit.
- Be an advocate and expert of the Ranger Fieldbook and Philmont camping method.
- Ability to hike up to 15 miles a day over rugged, mountainous terrain while carrying a 45 pound backpack.
- Submit a completed Philmont Health and Medical Form, meet the Height/Weight Requirements for backcountry participation, and be able to lift and handle 70 pounds.

PRINCIPLE RESPONSIBILITIES

- Be an enthusiastic, friendly, and available supervisor of Rangers and Ranger Trainers.
- Be a representative of Philmont and the Ranger Department and give Ranger Trainers the training and support required to be successful managers and department leaders and give Rangers the training and support required to be successful outdoor educators.
- Be an attentive resource for Rangers, the Ranger Department, and the Ranch. Be willing to help/lead in areas such as Search and Rescue, workday assignments, and special projects.
- Under direction from the Chief Ranger, may be responsible for the training, mentorship, and evaluation of two Program Coordinators and their respective program.
- Assist other departments across the Ranch to ensure its mission and the efficient operation of program is upheld.

DAILY OPERATIONS

- Train a group of Ranger Trainers so that they can confidently and effectively instruct, lead, coach, inspire, and evaluate a group of Rangers and be valuable leaders and resources for the Department and Ranch.
- If assigned by the Chief Ranger, train, mentor, and evaluate assigned Program Coordinators. Assist them in their program's operation and help ensure they are well-integrated within the Ranger Department.
- Throughout the summer, mentor Ranger Trainers and give them advice and guidance on how to improve as supervisors. Additionally, keep up with Rangers and provide advice and guidance on how to improve as outdoor educators.
- Assist in interdepartmental relations and serve as a liaison between the Ranger Department and a Backcountry Manager. Additionally, serve as a liaison between the Ranger Department and all departments across the Ranch.
- Successfully operate two departmental duties such as Banquets, Pro-Deals, Search and Rescue, Late-Arriving Training, Continued Trainings, Qualifications and Department Roster, Cavalcade and N.A.Y.L.E. Liaisons, and Publications.
- Complete Operations Chief (OC) and Operations Leader (OPS) duties when assigned or be responsible to find a Program Coordinator, Associate Chief Ranger, or the Chief Ranger to cover said shift when unable to be present.
- Complete required paperwork and documentation, including mid-summer evaluations, final evaluations, and final staff recommendations for every Ranger Trainer in Associate Chief Ranger Group. Additionally, may be required to write mid-summer evaluations, final evaluations, and final staff recommendations for assigned Program Coordinators.
- Write a final report in installments over the course of the summer and present to Chief Ranger in full at the end of the summer season. Final report should include a detailed manual for how to operate assigned departmental duties in future seasons.
- Attend Ranger Leadership meetings in late-June and late-July as well as weekly meetings with Chief Ranger over the course of the summer.
- Plan, organize, and prepare weekly or biweekly meetings with Associate Chief Ranger Group to get feedback from Ranger Trainers and share information regarding Ranch events and department updates. Additionally, attend weekly Saturday Morning Meetings.
- Serve as an authority figure in the Ranger Office in the absence of the Chief Ranger. This includes answering phones, being a helpful resource to Rangers, greeting guests, and answering participant and advisor's questions.
- Take out at least one crew over the course of the summer and work with the Ranger Scheduling Coordinator to determine when would be the best day to pick up a crew.
- Under direction/request from the Chief Ranger, another Associate Chief Ranger, or a Program Coordinator, be prepared to serve as team leader or a team member on Search and Rescue operations.
- Safely operate large four-wheel-drive vehicles on rough, mountainous roads in varying weather conditions.
- Assist with other Ranch functions through workday assignments and special projects when asked or assigned.
- Be willing and able to complete all duties of a Ranger in addition to the above responsibilities.

Reviewed 11/16 MN