

**RANGER SCHEDULING COORDINATOR  
POSITION DESCRIPTION****POSITION CONCEPT**

The Ranger Scheduling Coordinator 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 schedule and organize Rangers' work schedule of picking up crews along with workdays and days off by working alongside their Scheduling Specialist partner. 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**

- Capacity to work with Ranger Leadership and keep open lines of communication throughout the summer.
- Strong organizational and written communication skills and the ability to manage time efficiently. Familiarity with Microsoft Excel is a benefit.
- Ability to effectively communicate Philmont camping procedures to Rangers and crews.
- Actively participate in all training requirements and obtain a Philmont Driving Permit.
- Ability to hike up to 15 miles a day over rugged, mountainous terrain while carrying a 45 pound backpack.
- Be an advocate and expert of the Ranger Fieldbook and Philmont camping method.
- 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 resource to Rangers.
- Be a representative of Philmont and the Ranger Department and give Rangers the training and support required to be successful outdoor educators and fully utilized staff members.
- Be an attentive resource for Rangers and the Ranger Department. Be willing to help/lead in areas such as Search and Rescue, workday assignments, and special projects.

- Assist other departments across the Ranch to ensure its mission and the efficient operation of program is upheld.

## **DAILY OPERATIONS**

- Write and post the Ranger work schedule at least five days in advance taking into account itineraries, alternate shifts, runner shifts, workdays, and days off. Work alongside the Ranger Scheduling Specialist, if one is hired for the summer, to determine workday resources and needs.
- Work with the Chief Ranger and Associate Chief Rangers to best utilize every member of the department. Constant communication concerning performance is vital to success.
- May be assigned to plan, organize, and lead workday assignments.
- Instruct the Chief Ranger, Associate Chief Rangers, and Scheduling Specialist on how to write and edit the schedule in case of absence from the office.
- Throughout the summer, mentor Rangers and give them advice and guidance on how to improve as outdoor educators and well-rounded staff members.
- Assist in interdepartmental relations and serve as a liaison between the Ranger Department and all departments across the Ranch.
- Complete Operations Chief (OC) and Operations Leader (OPS) duties when assigned or be responsible to find another Program Coordinator, Associate Chief Ranger, or the Chief Ranger to cover said shift when unable to be present.
- Complete required paperwork and documentation in a timely fashion.
- Write a final report and how-to guide in installments over the course of the summer and present to Associate Chief Ranger in full at the end of the summer season.
- Attend Ranger Leadership meetings in late-June and late-July as well as weekly meetings with Associate Chief Ranger over the course of the summer.
- Meet with the Chief Ranger every two weeks to share program updates and get information on Ranch events and department updates.
- Serve as an authority figure in the Ranger Office in the absence of the Chief Ranger and the Associate Chief Rangers. 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.
- Under direction/request from the Chief Ranger, an Associate Chief Ranger, or another 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.

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