

**SERVICE ACADEMY COORDINATOR  
POSITION DESCRIPTION****POSITION CONCEPT**

The Service Academy 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 train, coach, mentor, and evaluate Service Academy Rangers in their instruction of backpacking practices and outdoor ethics along with their co-coordinator 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 a co-coordinator partner 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 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 supervisor of Service Academy Rangers.
- Be a representative of Philmont and the Ranger Department and give Rangers and Service Academy Rangers the training and support required to be successful outdoor educators.
- Be an attentive resource for Rangers, Service Academy Rangers, and the Ranger Department. Be willing to help/lead in areas such as Search and Rescue, workday assignments, and special projects.

- Serve as Ranger Tent City Manager, housing in a tent, and ensure all Ranger tent city residents and residences are in compliance with tent city rules and regulations.
- Assist other departments across the Ranch to ensure its mission and the efficient operation of program is upheld.

## **DAILY OPERATIONS**

- For each block of Service Academy Rangers, train a group of cadets/midshipmen from the U.S. Military Academy, U.S. Naval Academy, and U.S. Air Force Academy so that they can confidently and effectively instruct, lead, and inspire a crew in all areas necessary for a successful and meaningful trek.
- Throughout each block, mentor Service Academy Rangers and give them advice and guidance on how to improve as outdoor educators.
- Assist in interdepartmental relations and serve as a liaison between the Ranger Department and other departments the Service Academy Program comes in contact with.
- 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, including final evaluations for every Service Academy Ranger.
- 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 and work with the Ranger Scheduling Coordinator to determine when would be the best day to pick up a crew.
- Work alongside the Ranger Scheduling Specialist as Ranger Tent City Managers, and perform tent inspections at least twice over the summer season.
- 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.