

## POSITION DESCRIPTION

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<b>Position:</b>	Cabin Restoration Foreman
<b>Department:</b>	Maintenance
<b>Salary Level:</b>	II (Specialists/Foremen)
<b>Default Housing:</b>	<i>Backcountry (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Cabin Restoration Project Coordinator
<b>Desired Availability:</b>	May 20 – August 16

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of Scouting America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current Scouting America Annual Health and Medical Record (Part A, B, & C) to the Infirmary upon arrival including review of risk advisory and immunization requirements
- 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.

### Primary Duties & Responsibilities

- 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 Scouting 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
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 21 years of age by time of employment.
- Carpentry experience is a plus
- Ability to prioritize tasks and ask for help when needed
- Knowledgeable in ensuring proper use, security and care of construction equipment

### Physical Requirements & Work Environment

- Must meet the Scouting America height/weight requirements
- Must be physically fit and able to lift and/or move up to 75 pounds
- Must be comfortable in working in hot or humid conditions
- Up to 90% of the workday could be spent lifting, walking, bending, stooping, kneeling, or crouching

### Additional Information

Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and Scouting America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*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.*

**Updated:** 12/4/2024