

## POSITION DESCRIPTION

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<b>Position:</b>	Chief Ranger
<b>Department:</b>	Ranger
<b>Salary Level:</b>	V (Administrator/Professional)
<b>Default Housing:</b>	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Associate Director of Camping - Rangers
<b>Desired Availability:</b>	May 12 – August 22

### 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 Annual Health and Medical Record (Parts 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 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. Their primary duty is to train, coach, mentor, and evaluate Associate Chief Rangers and Program Coordinators in their instruction, mentorship, and supervision of Ranger Trainers and Rangers.

### Primary Duties & Responsibilities

- 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, crews, and the general public.
- Be an advocate and expert of the Ranger Field book and Philmont camping method.
- Be an enthusiastic, friendly, and available supervisor to all staff in the Ranger Department.
- Be a representative of Philmont and the Ranger Department and give Associate Chief Rangers, Program Coordinators, and Ranger Trainers the training and support required to be successful managers and department leaders. Also ensure Rangers receive 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.
- Assist other departments across the Ranch to ensure its mission and the efficient operation of program is upheld.

- With guidance from the Director of Program, hire Ranger Leadership team.
- Train four Associate Chief Rangers so that they can confidently and effectively instruct, lead, inspire, and evaluate a group of Ranger Trainers and be valuable leaders and resources for the Department and Ranch.
- Train, mentor, and evaluate Program Coordinators. Assist in their program's operation and help ensure they are well-integrated within the Ranger Department. May be delegated to Associate Chief Rangers.
- Throughout the summer, mentor Ranger Leadership team 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 the liaison between the Ranger Department and all other departments across the Ranch.
- Assign, train, and mentor Associate Chief Rangers in their management of 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 an Associate Chief Ranger or Program Coordinator 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 Associate Chief Rangers and Program Coordinators.
- Write a final report in installments over the course of the summer and present to Director of Program in full at the end of the summer season.
- Be knowledgeable of every Ranger Department staff member's skills and abilities and consult with the Associate Chief Rangers towards the end of the season to determine future hiring suggestions for every staff member in the Department. Present the list of future hiring suggestions to the Director of Program at the end of the summer season.
- Plan, organize, and operate Ranger Leadership meetings in late-June and late-July as well as weekly meetings with Associate Chief Rangers and regular meetings with Program Coordinators over the course of the summer.
- Attend weekly Saturday Morning Meetings and relay notes to appropriate staff.
- Serve as the authority figure in the Ranger Office. This includes answering phones, being a helpful resource to Rangers, greeting guests, answering participant and advisor's questions, and working with other department managers across the ranch to ensure the efficient operation of program.
- 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 an Associate Chief Ranger or Program Coordinator, be prepared to serve as team leader or a team member on Search and Rescue operations.
- 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.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 21 years of age by the time of employment
- Ability to prioritize tasks and ask for help when needed
- Ability to effectively communicate Philmont camping procedures to crews.
- Be an advocate and expert of the Ranger Field book and Philmont camping method

- Ability to function well in a high-pace and at times stressful environment
- Must be able to secure a Philmont driving permit
- Safely operate large four-wheel-drive vehicles on rough, mountainous roads in varying weather conditions.
- Previous Philmont ranger experience highly suggested

### Physical Requirements & Work Environment

- Must meet the Scouting America height/weight requirements
- Ability to hike up to 15 miles a day over rugged, mountainous terrain while carrying a 45-pound backpack.
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Be capable and willing to work in all types of weather conditions at various locations

### 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:** 11/18/2024