

POSITION DESCRIPTION

Position:	Geographic Information Systems (GIS) Coordinator
Department:	Conservation
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Director of Conservation
Desired Availability:	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 (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 GIS Coordinator is responsible for seasonal project and personnel management of Philmont's spatial data resources. The coordinator is responsible for two GIS staff members, including training, scheduling, and performance reviews. The GIS coordinator works with the Director of Conservation and other Conservation Department managers to establish long term projects and set priorities for the summer season. As the primary contact for seasonal GIS needs, the coordinator works with the ADCs and Coordinators of the Conservation department and other members of Ranch leadership. The coordinator is responsible for data organization, as well as technical GIS skills needed to implement data initiatives.

Primary Duties & Responsibilities

- Establish yourself as a leader within the Conservation Department and Philmont Scout Ranch by setting an appropriate example for other staff and participants.
- Be an active participant during Conservation Training. Remain engaged, ask questions, and volunteer to help as needed.
- Be constantly alert to the welfare and safety of scouts, advisors, coworkers, and anyone else in the vicinity of your work site. Demonstrate good situational awareness.
- Plan training for the Conservation GIS staff, including overviewing and practice in the goals and methods of Philmont GIS and data management protocols.
- Be a good team member, communicating with the GIS Staff and encouraging them to develop new skills throughout the summer.

- Work with the Director of Conservation to implement management priorities.
- Actively seek knowledge in ranch management and related disciplines to effectively design projects that bridge disciplines.
- Follow the established procedures for the input, processing, and organization of spatial data. Work to implement best and improved practices.
- Prepare and present interactive lessons for individual programs and other groups as requested about the nature of spatial data and the work of Philmont GIS.
- Take responsibility for campsite data and other data collection initiatives. Provide GIS staff with training to allow for effective delegation of GIS projects.
- Develop GIS skills as needed to recognize and implement the best workable spatial data solution.
- Manage and control the use of Philmont's GPS units and ensure that mobile projects remain viable and updated.
- Schedule days off, office work, and field collection for the GIS staff.
- 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
- Needs significant experience working in ArcMap and other ArcGIS programs, as well as the ability to use this foundation to develop new skills.
- Should demonstrate excellent leadership, organizational, and planning. A key component of the position is maintaining relationships with other seasonal and permanent departments on the ranch.
- Should have a basic understanding of Philmont's operations and culture.
- Typical applicants have previous experience at Philmont Conservation.
- Leadership and design experience are strongly recommended
- Must be able to secure and maintain a Philmont driving permit

Physical Requirements & Work Environment

- Must meet Scouting America height/weight requirements
- 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
- Be able to hike to remote worksites, carrying loads up to 60 pounds.
- Be prepared for strenuous workdays that include hiking and working on rough terrain, in all weather conditions, for 9-12 hours.
- Be prepared to spend 6 consecutive nights in undeveloped backcountry campsites.

Additional Information

Training Opportunities: The GIS Coordinator can expect to gain substantial data management and project design experience, as well as experience leading a team. The GIS coordinator participates in and helps lead 8-day Conservation training. GIS skills developed vary based on summer projects. Opportunities may arise throughout the summer for on-the-job training in chainsaw operation or other advanced skills. Send inquiries to 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: 11/20/2024