

POSITION DESCRIPTION

Position:	Ranger Scheduling Coordinator
Department:	Ranger
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Associate Chief Ranger
Desired Availability:	May 20 – August 13

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 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. Their primary duty is to schedule and organize Rangers' work schedule of picking up crews along with workdays and days off.

Primary Duties & Responsibilities

- Work with Ranger Leadership and keep open lines of communication throughout the summer.
- Ability to effectively communicate Philmont camping procedures to Rangers and crews.
- Be an advocate and expert of the Ranger Field book and Philmont camping method.
- 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.
- 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 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.
- 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 function well in a high-pace and at times stressful environment
- 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 crews
- Be an advocate and expert of the Ranger Field book and Philmont camping method
- 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

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