

POSITION DESCRIPTION

Position:	Recycling Coordinator
Department:	Commissary
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Commissary Manager
Desired Availability:	May 20 – August 12

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 the 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

Philmont is looking for someone to take a hands-on operations role at its fast-paced food distribution center, the Gold Nugget Commissary. The Recycling Coordinator leads Philmont's sustainability efforts, including waste reduction, recycling, water and energy conservation, and educational outreach. Their primary responsibility is to the ranch's recycling program. Additionally, the Recycling Team is encouraged to develop other avenues of reducing Philmont's ecological footprint.

This is a rare chance to join a well-orchestrated team that prides itself on literally delivering the experience at the best Scouting Facility in the world!

Primary Duties & Responsibilities

- Be an active participant during Commissary Training. Remain engaged, ask questions, and volunteer to help as needed.
- Be directly responsible to and report to the Commissary Manager.
- Be responsible for cleanliness/organization of the commissary and see that all state, federal and local laws as well as Scouting America rules pertaining to Health, Sanitation, and Safety are adhered to.
- Become an expert in your work assignments and projects. Learn the science and engineering principles underlying your work and communicate them to others clearly.
- Maintain a clean and organized office and workshop space
- Accept with willingness any other job assignment given by Food Service Management to assure a successful operation at Philmont.

- 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 a strong foundation in waste and recyclable materials management
- Should be familiar with natural resources and utility resource management in urban and rural settings
- Should have a basic understanding of Philmont's operations and culture, and excellent social skills
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Must be able to secure and maintain a Philmont driving permit

Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- 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
- Be prepared for strenuous workdays that include hiking and working on rough terrain, in all weather conditions, for 9-12 hours.

Additional Information

Training Opportunities: The Recycling Coordinator can expect to gain substantial data management and project design experience, as well as experience leading a team. 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: 3/27/2025