

## POSITION DESCRIPTION

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Position:	Special Projects Coordinator
Department:	Office Support/Administration
Salary Level:	IV (Manager/Director)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Director of Camping
Desired Availability:	May 15 – August 20

### 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 Special Projects Coordinator plays a critical role in supporting the Director of Camping by leading high-priority, complex projects that require innovative thinking and cross-departmental collaboration. This position drives the execution of strategic initiatives, resolves operational challenges, and ensures alignment with Philmont's mission. The Coordinator also serves as a problem-solver and trusted resource, contributing to the overall success of the organization through effective communication, planning, and implementation. The role requires adaptability, a proactive mindset, and a commitment to creating an exceptional experience for Philmont's staff and guests.

### Primary Duties & Responsibilities

- **Project Management and Execution**
  - Lead and coordinate cross-functional projects as assigned by the Director of Camping.
  - Develop comprehensive project plans with clearly defined deliverables, milestones, and progress tracking.
  - Identify risks, challenges, and opportunities, and implement actionable solutions to ensure project success.
- **Operational Support**
  - Assist the Director of Camping with organizational priorities to ensure initiatives align with Philmont's strategic goals.
  - Represent the Director of Camping to Philmont guests and stakeholders, providing cheerful, professional service and addressing their needs or concerns.

- Support CHQ Office staff with customer relations when Director of Camping or other management personnel are not available.
- Develop and recommend systems, processes, or tools to improve operational efficiency and address organizational challenges.
- Manage camps in Philmont’s CHQ Area of Responsibility to include preparing camps before “scatter” and closing camps during “gather”. Support communications facilities in these camps during summer as required.
- **Collaboration and Communication**
  - Function as a liaison between departments to facilitate effective communication on special initiatives.
  - Coordinate meetings, prepare agendas, and follow up on action items to ensure accountability and progress.
  - Collaborate with teams to gather data, insights, and support for successful project execution.
- **Strategic Planning and Analysis**
  - Research and analyze challenges or opportunities related to the Director of Camping’s directives.
  - Prepare detailed reports, presentations, or proposals to inform leadership decision-making.
  - Drive the implementation of strategic plans that advance Philmont’s mission and ensure alignment with organizational goals.
- **Additional Duties**
  - Provide targeted support for critical, time-sensitive tasks as assigned by the Director of Camping or Ranch management.
  - Take on other responsibilities as needed to meet evolving organizational priorities.
  - Assist with other duties assigned by Ranch leadership to ensure seamless operations.
  - Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- 3–5 years of experience in project management, operations, or similar roles.
- Extensive knowledge of Philmont’s operational structure, culture, and programs is required.
- Knowledge of Philmont and its Backcountry camps.
- Demonstrated ability to thrive in fast-paced, cross-functional environments.
- Strong organizational and project management skills, with the ability to oversee multiple priorities simultaneously.
- Advanced problem-solving and analytical skills to address complex challenges effectively.
- Exceptional written and verbal communication skills, including the ability to present ideas clearly and concisely.
- Proficiency with Microsoft Office Suite and project management tools.
- Initiative-taking with the ability to work independently and take initiative to drive tasks to completion.
- Must be able to secure a Philmont driver’s license.
- Be adaptable to undertake new challenges and shifting priorities in a dynamic environment.
- Strong collaboration skills to effectively work across teams and departments.
- Purposeful approach, with a focus on achieving outcomes and meeting deadlines

### Physical Requirements & Work Environment

- Must be 21 years of age by the time of employment.

- Must meet Philmont’s physical requirements for backcountry activities, including height/weight guidelines.
- Ability to lift and handle materials up to 70 pounds as required.
- Work may include extended hours, including weekends, and physically demanding tasks such as walking, standing, bending, or kneeling for prolonged periods.
- Work takes place in a high-altitude, high-desert environment with limited access to some amenities. Applicants must be adaptable to rural and outdoor conditions.

### Additional Information

Philmont Scout Ranch offers a unique and rewarding opportunity to work in the stunning natural setting of the Sangre de Cristo Mountains. Applicants should be prepared for the climate, culture, and rural setting, which may differ significantly from other communities. Flexibility and adaptability are essential for success in this role. 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:** 12/19/2024