

**CABIN RESTORATION FOREMAN
POSITION DESCRIPTION**

POSITION CONCEPT

The Cabin Restoration Foreman is responsible for leading a crew in the maintenance and restoration of Philmont's many aging and historic log cabins. The foreman maintains a constant concern for the health, welfare and safety of the staff and any campers working on or visiting the work site. This position reports directly to the Associate Director of Program, responsible for Backcountry operations or designee.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedure of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 21 years of age by time of employment.

PRINCIPLE RESPONSIBILITIES

- Be thoroughly familiar with Scouting aims and ideals, help operate the camp in a manner that teaches and reinforces these ideals.
- Help to provide initial continuous on-the-job training for all staff assigned to the crew so that each member can do any of the jobs required.
- Participate in the specialized program training during staff training week.
- Become thoroughly familiar with all information relative to the work project, so that questions can be answered and a stimulating and informative program of consistent high-quality can be delivered.
- Be familiar with most construction techniques and be able to perform basic carpentry and construction tasks.
- Become familiar with historic cabin construction techniques, how to utilize period correct tools, and other skills related to reconstructing and preservation of historic structures.
- Work closely with Philmont Management, private landowners, consultants, and other individuals as it relates to the current construction or preservation project to ensure timely completion and that expectations for the project are met.

- Have and maintain a respect for the value of Philmont's Historical Structures and the importance of their maintenance and restoration.
- Serve as a coach and counselor to each member of the staff so they effectively serve as a member of a successful team.
- Maintain a close relationship with the Backcountry management and the maintenance department.
- Maintain and properly use the radio, program equipment and all other facilities and supplies.
- Prudently handle medical situations and risk management according to established procedures and your best judgement.
- Be familiar with current uniform or costume regulations of assigned camp and ensure staff are dressed accordingly.
- Present a program that imparts useful knowledge, that supports the aims and ideals of the Boy Scouts of America, and that is fun, challenging, stimulating and safe.
- Check materials frequently and keep the Backcountry Warehouse manager informed of any material needs for projects.
- Submit a completed Philmont Health and Medical Form, meet the Height/Weight Requirements for backcountry participation, and be able to lift and handle materials up to 70 pounds.
- Insure proper use, security and care of construction equipment.
- Help compile information and complete an end of season report from your observations and knowledge of the program(s).
- Assist with camp chores - cleaning showers and latrines, cooking, duties of living in a staff camp.
- Assist with other staff responsibilities as directed by the Associate Director of Program to insure that the mission of the Philmont Scout ranch is carried out.