



Philmont Scout Ranch

Seasonal Staff Application



Information About Employment

PLEASE READ THIS SECTION COMPLETELY BEFORE PROCEEDING

- Philmont is the pinnacle of high adventure program experiences. Situated in the heart of the Sangre de Cristo mountain range of northern New Mexico, Philmont is owned and operated by the Boy Scouts of America and annually hosts more than 25,000 participants in backcountry hiking/camping programs and training conferences for Scouters and their families.
- The Double H High Adventure Base is a new facility created through a partnership between the land owner-the Rocky Mountain Elk Foundation - and the Boy Scouts of America. It is located in south central New Mexico, near Magdalena. The BSA will operate a seven-day wilderness backpacking program at the facility. Interested staff applicants are encouraged to include choices from both Philmont and Double H as the application is completed.
- Applicants are considered without regard to race, color, religion, sex, national origin, age (if over 18, or 21 for certain positions), marital status, veteran status, or the presence of a disability that is unrelated to your ability to perform the job requested.
- **THE MINIMUM AGE REQUIREMENT IS 18.** BSA standards require a minimum age of 21 for some positions. **MOST FIRST YEAR STAFF APPLICANTS WILL BE CONSIDERED FOR BASE CAMP POSITIONS.**
- Length of employment varies with job assignment. The majority of summer contracts run from **mid / late May to August 22**. Fall Training Center programs (September to November), Autumn Adventure (September to November) and Kanik (December to March) seasons vary. **LIST YOUR SPECIFIC AVAILABLE START AND END DATES ON THE APPLICATION; SOME VARIATION IN DATES MAY BE POSSIBLE. IN DETERMINING YOUR DATES, PLEASE CHECK YOUR COLLEGE CALENDAR.**
- Applicants must be registered members of the Boy Scouts of America or agree to become registered before employment begins. The principles of the Scout Oath and Law must be practiced as a way of life.
- As a facility of the BSA, the staff is expected to set an example of excellence in Scouting, which includes the proper wearing of the uniform, and adhere to Philmont's standards of personal appearance. Extreme hairstyles, unkept facial hair, or inappropriate jewelry (in the opinion of the ranch management) are not allowed.
- Salary is based on position responsibility with consideration given to the individual's experience.
- Review the list of jobs in the various departments, indicate three preferences, and **COMPLETE THE ENTIRE APPLICATION, including "Representative Philmont Jobs"**, even if you have worked at Philmont before and/or if you have submitted a résumé. Applications with a variety of departmental choices have a better chance at placement than those with only one choice.
- A brief résumé of your experience for each of your choices is recommended. Some jobs are only offered in certain seasons. **SOME DEPARTMENTS (HORSE, PHOTO, ETC.) WILL NOT CONSIDER APPLICATIONS WITHOUT A RÉSUMÉ.**
- **AT LEAST ONE LETTER OF RECOMMENDATION, OR A COMPLETED PHILMONT REFERENCE FORM FROM A MEMBER OF YOUR LOCAL COUNCIL'S PROFESSIONAL STAFF, A TEACHER, RELIGIOUS LEADER OR EMPLOYER IS REQUIRED. THIS INFORMATION SHOULD BE SEALED IN AN ENVELOPE AND MAILED AT ABOUT THE SAME TIME AS YOUR APPLICATION.**
- Some positions require vehicle driving. You must supply a current driving record at time of application from your state of license to qualify for such a position. Three moving violations or one DWI/DUI within the past three years will disqualify you from a driving position.
- Every applicant who is offered a job will be required to complete the Employment Eligibility Verification (I-9) form.
- Return your application with a letter of reference to Philmont at the address below. Opportunities for summer employment in key staff positions are best among those who apply prior to October 1, however applications will continue to be accepted after that time. Philmont will notify you when a decision is reached.

Seasonal Personnel - Philmont Scout Ranch, 17 Deer Run Rd., Cimarron, NM 87714

Phone: 505-376-2281

Email: philstaff@philmontscoutranch.org

Representative Philmont Jobs

Use this page to give us a better understanding of your interests and experience. **CIRCLE OR HIGHLIGHT ANY JOB, PROGRAM, OR SKILL YOU HAVE EXPERIENCED** either as a participant or as an instructor. Elaborate on your résumé. First time staff members should be aware that there are many jobs for which Philmont receives a large number of applicants. Indicating a variety of Choices of Employment may increase your chances of selection.

(P - Previous Philmont Staff Experience A - 21+ years of age D- Driving Required W - Winter F - Fall S - Spring)

Logistics Services

Manager APD
 Assistant Manager APD
 Transportation Manager APD
 Logistics Staff PD

Backcountry Program

*Backcountry Manager APD
 Equipment Manager AD
 *Camp Director AP
 *Program Counselor
 Adobe Making/Construction
 Archeology
 Archery, 3 Dimensional
 Astronomy
 Blacksmithing
 Burro Packing
 Campfire Leadership
 Challenge Events
 Environment/Ecology/Nature
 Fishing/Fly Tying
 Gold Mining/Panning
 Indian Ethnology
 Logging Skills
 Mexican Homestead
 Mountain Biking
 Mountain Living/Homesteading
 Mountain Technology
 Muzzle Loading
 No Trace Camping
 Rifle Instructor/Shotgun Instructor A
 Rock Climbing
 Search Rescue/Wilderness Medicine
 Trapping
 Weather
 Western Lore

Conservation

*Director of Conservation APD
 *Associate Director APD
 *GIS/Coordinator PD
 *Equipment Manager D
 *Work Crew Foreman AP
 *R.O.C.S. Instructor
 *Assistant R.O.C.S. Instructor
 *Conservationist
 *Conservation Staff
 *Work Crew
 *OA Trail Crew Foreman AP
 *Assistant OA Trail Crew Foreman
 *GIS Staff

Ranger Department

*Chief Ranger APD
 *Associate Chief Ranger APD
 *Rayado Trek Coordinator APD
 *Mountain Trek Coordinator APD
 *Ranger Trainer P
 *Academy Coordinator P
 *Ranger
 *Mountain Trek Ranger P
 *Schedule Coordinator APD

Ranch Department

*Horseman APD
 *Wrangler D
 *Bear Researcher AD
 *Motor Vehicle Maintenance D

Food Service

Dining Hall Manager AP
 Assistant Dining Hall Manager
 *Backcountry Cook
 Dining Hall Staff

Commissary

*Commissary Manager AD
 *Backcountry Commissary Mgr
 *Commissary Clerk
 *Truck Driver (2 ton) AD
 Food Packing WF

Trading Post

Trading Post Manager APD
 Assistant Trading Post Manager AD
 *Warehouse Manager AD
 Warehouse Clerk D
 Trading Post/Snack Bar Clerk
 *Backcountry Trading Post Mgr

Office Support

Information Technology Support
 Accounting Clerk
 Switchboard Operator
 Assistant Seasonal Registrar
 Seasonal Registrar
 Clerk-Typist/Computer
 PTC Registration Staff
 Secretary
 Transportation Clerk AD

Camping Headquarters Services

Manager AD
 Assistant Manager AD
 Postmaster AD
 Post Office Clerk
 Tent City Manager AD
 Services Staff

News and Photo Service

*Manager APD
 *Assistant Manager, PhilNews A
 *Assistant Manager, Photo Lab A
 *Photography Technician

Headquarters Activities

Manager AD
 Assistant Manager D
 Activities Staff

Security

*Supervisor AD
 *Security Staff AD
 Clerk

Grounds and Maintenance

Housekeeper
 Villa Lawn and Garden Crew
 Headquarters Maintenance D

Quartermaster

Tent Repair Staff
 Warehouse Clerk
 Tent Crew S

Medical

Director of Medical Services APD
 Medic A
 Medical Secretary
 Nurse A
 *Health Lodge Support Staff AD
 Medical Recheck Staff
 HL Tent City Manager AD

Training Center Program

*Program Director AD
 *Assistant Program Director AD
 Small Fry Director A
 *Group Leader I
 *Group Leader II A
 Nursery (2 mo - 2 yrs)
 Small Fry (3-5)
 Cowgirls (girls 6-7)
 Cowpokes (boys 6-7)
 Ropers (girls 8-10)
 Deputies (boys 8-9)
 Sidewinders (boys 10)
 Mustangs (girls 11-13)
 Trail Blazers (boys 11-13)
 Broncos (male & female 14-20)
 Silverados (non-conference adults)
 Craft Lodge Manager/Assistant A
 Craft Lodge Staff
 Pony Wrangler A
 COPE Director A
 COPE Instructor

Training Center Services

Manager AD
 Assistant Manager
 Tent City Manager/Assistant
 Services Staff
 Laundry

Museum

Kit Carson Director AP
 Kit Carson Staff
 Museum Shop Clerk
 Villa Staff

*Chaplain

AD

*Autumn Adventure

APDF

*Kanik

APDW

Double H High Adventure Base -(any of these can be a choice of employment-dates for base operation are anticipated to be June 10-August 5.
 *Senior Guide APD
 *Base Director APD
 *Program Director APD
 *Wilderness Guide D
 *Health Officer AD
 *Camp Director AD
 *Program Counselor (shooting sports) AD
 *Base Cook D
 *Business Support Manager AD
 *Support Staff D

***Positions that MUST meet Philmont's backcountry Height/Weight Requirements**

Note: All staff who hike in the backcountry MUST meet the Height/Weight Requirements.

EDUCATIONAL BACKGROUND

Name & Location	Number of Years Attended	Major	Degree/Graduation Date
High School _____			
College _____			
Other _____			
Scholastic Honors _____			
Sports _____			
Activities _____			
Offices Held _____			
Languages Spoken Other Than English _____			
Final Grade Point Average _____			

EMPLOYMENT

Present or Most Recent Employer _____ May We Contact? _____ Yes _____ No

Address _____ Phone Number _____

From _____ To _____ Job Title _____ Supervisor's Name _____

Description of Duties (indicate significant responsibilities, accomplishments, and contributions) _____

Reason for Leaving _____

Have you ever been discharged or asked to resign from any job? _____ Yes _____ No

If Yes, Why? _____

Are you aware of any limitations that you have which would prevent you from performing any of the positions for which you have applied? _____ Yes _____ No. Explain _____

Will you give Philmont permission to do a background check? (Please initial) _____ Yes _____ No

REFERENCES: Give Philmont name and addresses of three persons (not relatives) who have knowledge of your character, experience and ability

Name	Address, City, Zip	Day Phone Number	Night Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You will be expected to reside in housing provided by Philmont as part of your employment. Most summer housing is in two person tents on platforms. **Housing for married couples and their families is very limited. If you need family housing, attach a letter detailing the extent of request giving ages and sex of each dependent.** Family housing will not be available without a written request approved by the director. Management reserves the right to enter your quarters for inspection at its discretion.

I hereby make application for employment, and in accordance with the principles of the organization, subscribe to the Scout Oath or Promise, Law, and Declaration of Religious Principle. I agree to be loyal to and cooperate fully with all the BSA policies, program, and management including those described in this application. I further agree to submit a completed Health and Medical Record upon my arrival, if selected. I understand that a personal interview may be required before employment will be granted.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including but not limited to any investigation of statements made regarding any previous criminal record. I authorize all my previous employers, schools, and all other references to furnish the information requested. I hereby declare that the information provided by me in this application for employment is accurate and complete to the best of my knowledge. I understand that any falsification or misrepresentation in this application is cause for discharge and denial of workers' compensation benefits.

Applicant Signature
7/04/20M

Date

**SEASONAL STAFF APPLICANT REFERENCE
Philmont Scout Ranch, BSA**

_____ is applying for a seasonal position at Philmont, where more than 900 staff members are employed each summer. This staff is responsible for hosting over 25,000 Scouts, Venturing Crews, Advisors, and Training Center Participants each summer. The success of Philmont's operation depends upon its staff. Mature, competent, top-flight people are required to fulfill this important responsibility.

We would greatly appreciate your frank evaluation of this applicant. Please complete this form at your earliest convenience and return to:

Personnel Department, Philmont Scout Ranch, 17 Deer Run Rd., Cimarron NM 87714

How well do you know this applicant?

Very well _____ Rather well _____ Casually _____ Do not know this person _____

Please circle the phrase that best describes the applicant's behavior. Your comments are also of the utmost importance.

APPEARANCE:	flawless	well-groomed	generally neat	slovenly
DEPENDABILITY:	exceptional	Usually dependable	requires supervision	irresponsible
INITIATIVE:	resourceful/self motivated	industrious	has necessary drive	indifferent
PERSONALITY:	bland	pleasing	outgoing	magnetic
COOPERATION:	inspires confidence	Cooperates willingly	usually cooperative	obstructionist
LEADERSHIP:	inspirational	able to take charge	good team member	incapable of leading
ATTITUDE:	always enthusiastic	positive	generally acceptable	negative
COMMON SENSE:	lacking	needs experience	usually sound	always uses sound judgement
ORAL EXPRESSION:	eloquent	fluent, excellent grammar/vocabulary	satisfactory	limited
INTEGRITY:	always trust-worthy	generally reliable	sometimes lacking	can't be trusted

What, in your estimation, is this person's greatest ability? _____

What, in your estimation, can this person improve upon? _____

Recommendation: _____ highly recommend employment
 _____ recommend employment
 _____ do not recommend employment

Please add any additional comments you wish to share on the reverse side.

Date _____ Signed _____

Council _____ Position _____

RISK ADVISORY - PHILMONT SCOUT RANCH

Philmont has an excellent health and safety record with over 750,000 adults and young people having attended over the last 65 years. Philmont strives to minimize risks to participants and advisors by emphasizing proper safety precautions. Most participants in Philmont programs do not experience injuries because they are prepared, are conscious of risks, and take safety precautions. If you decide to attend Philmont, you should be physically fit, have proper clothing and equipment, be willing to follow instructions and work as a team with your crew and take responsibility for your own health and safety. For further information please thoroughly read the *Guidebook to Adventure* which will be mailed in mid-March. Like other wilderness areas, Philmont is not risk free and you should be prepared to listen to safety instructions carefully, follow directions and take appropriate steps to safeguard yourself and others.

Parents, guardians and potential participants in Philmont programs are advised that journeying to and from Philmont, and one's stay at Philmont, can involve exposure to accident, illness, and/or injury associated with a high elevation, physically demanding, high adventure program in a remote mountainous area. Campers may be exposed to occasional severe weather conditions such as lightning, hail, flash floods and heat. Other potential problems include: injuries from tripping and falling, motor vehicle accidents, worsening of underlying medical conditions such as diabetes or asthma, heart attacks, heat exhaustion and falls from horses.

Philmont's trails are steep and rocky. Wild animals such as bears, rattlesnakes and mountain lions are native and usually present little danger if proper precautions are taken. Please refer to the *Guidebook to Adventure*, speak with previous Philmont participants, or call Philmont for further information concerning risks and measures which can be taken to avoid accidents.

Philmont has staff trained in first aid, CPR and accident prevention, and is prepared to assist in recognizing, reacting, and responding to accidents, injuries and illnesses. Each crew is also required to have at least one member trained in first aid and CPR. Medical and search and rescue services are provided by Philmont in response to an accident or emergency, however, response times can be affected by location, weather or other emergencies and could be delayed six (6) or more hours.

PHILMONT WEIGHT LIMITS FOR BACKPACKING & HIKING

Each participant in a Philmont trek must not exceed the maximum acceptable limit in the weight for height chart shown below. The right hand column shows the maximum acceptable weight for a person's height in order to participate in a Philmont trek. Those who fall within the limits are more likely to have an enjoyable trek and avoid incurring health risks. Every Philmont trek involves hiking with a 35-50 lb. backpack between 6,500 and 12,500 ft. elevations. Philmont recommends that participants carry a pack weighing no more than 25-30% of their body weight.

Participants 21 years and older who exceed the maximum acceptable weight limit for their height at the Philmont medical recheck, **will not** be permitted to backpack or hike at Philmont. For example, a person 5'10" cannot weigh more than 226 lbs. *The Philmont physicians will use their best professional judgment in determining participation in a Philmont trek by individuals under 21 years of age who exceed the maximum acceptable weight for height. Participants under 21 years of age are strongly encouraged to meet the weight limit for their height, and exceptions are not made automatically and the maximum allowable exception will be 20 lbs. Discussion in advance with Philmont regarding any exception to the weight limit for persons under 21 years of age is required, whether it is over or under.*

Under no circumstance will any individual over 295 lbs. be allowed to participate regardless of height or age. This limit is necessary due to limitations of rescue equipment and for the safety of Philmont personnel. The maximum weight for any participant in a Cavalcade Trek and for horse rides is 200 lbs.

This table is based on the revised Dietary Guidelines for Americans from the U.S. Dept. of Agriculture and the Dept. of Health & Human Services.

HEIGHT	RECOMMENDED WEIGHT (lbs.)	MAXIMUM ACCEPTANCE
5'0"	97 - 138	166
5'1"	101-143	172
5'2"	104-148	178
5'3'	107-152	183
5'4"	111-157	189
5'5"	114-162	195
5'6"	118-167	201
5'7"	121-172	207
5'8"	125-178	214
5'9"	129-185	220

HEIGHT	RECOMMENDED WEIGHT (lbs.)	MAXIMUM ACCEPTANCE
5'10"	132-188	226
5'11"	136-194	233
6'0"	140-199	239
6'1"	144-205	246
6'2"	148-210	252
6'3"	152-216	260
6'4"	156-222	267
6'5"	160-228	274
6'6"	164-234	281
6'7" & over	170-240	295