



# 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 ■ FAX: 505-376-2636 ■ Email: [philstaff@philmontscoutranch.org](mailto: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)

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

## 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	
Land Navigation	
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	A
*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	PD

## Ranch Department

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

## Food Service

Dining Hall Manager	APD
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	
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	
Tent City Manager	AD

## Security

*Supervisor	AD
*Security Staff	AD
Clerk	

## Grounds and Maintenance

Training Center Maintenance	D
Villa Gardener	
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 Chief of Support	APD
*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
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## \*Autumn Adventure

	APDF
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## \*Kanik

	APDW
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**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.**

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

Phone: 505-376-2281 ■ FAX: 505-376-2636 ■ Email: [philstaff@philmontscout ranch.org](mailto:philstaff@philmontscout ranch.org)

SEASONAL EMPLOYMENT APPLICATION

YEAR \_\_\_\_\_ Summer  Autumn  Kanik  Other, Part Time

PLEASE TYPE OR PRINT

Name \_\_\_\_\_ Last First Middle

Mailing Address \_\_\_\_\_ Street City State Zip

Permanent Address (If Different) \_\_\_\_\_ Street City State Zip

Phone # \_\_\_\_\_ Present Area Code and Number Permanent Area Code and Number

E-Mail Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Date of Birth (if under 21) \_\_\_\_\_

\_\_\_\_\_ Name and Phone Number of Person to Contact in an Emergency

Have you ever been convicted of a felony? (You may answer "no" if your conviction has been ordered sealed, expunged, or eradicated.) \_\_\_\_\_ Yes \_\_\_\_\_ No. Conviction of a crime is not an automatic bar to employment. All circumstances will be considered, including what you were convicted of and how long ago. Please provide complete information about the conviction by attaching a separate statement.

Is there anything Philmont should know that makes you unsuitable to work with children? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is there any reason you would be unable to drive a Philmont vehicle? \_\_\_\_\_ Yes \_\_\_\_\_ No (ie. DWI , moving violations, etc.)

If yes to either, explain \_\_\_\_\_

CHOICES OF EMPLOYMENT - PLEASE KEEP IN MIND THAT MOST FIRST YEAR STAFF APPLICANTS WILL BE CONSIDERED FOR BASE CAMP POSITIONS.

Table with 2 columns: Department, Position. Rows for First Choice, Second Choice, Third Choice.

NOTE: Enclose a brief résumé of your experience regarding each of your choices and be sure to complete information on facing page. If your choices involve driving, you must submit a current motor vehicle record.

DO NOT DETACH

PLEASE BE VERY SPECIFIC REGARDING DATES YOU ARE AVAILABLE TO START AND END
Dates Available for Employment (BE SPECIFIC) From \_\_\_\_\_ To \_\_\_\_\_
Month Day Month Day

HIGH ADVENTURE BASE EXPERIENCE

Past Staff Positions \_\_\_\_\_ Location \_\_\_\_\_ Year(s) \_\_\_\_\_

Philmont Participant: Expedition  Year(s) \_\_\_\_\_ Cavalcade  Year(s) \_\_\_\_\_ Double H  Year(s) \_\_\_\_\_
OA Trail Crew  Year(s) \_\_\_\_\_ Rayado Trek  Year(s) \_\_\_\_\_ Mountain Trek  Year(s) \_\_\_\_\_
R.O.C.S.  Year(s) \_\_\_\_\_ Ranch Hands  Year(s) \_\_\_\_\_

Other High Adventure Location \_\_\_\_\_ Year(s) \_\_\_\_\_

Youth Organization Experience \_\_\_\_\_

Currently Registered As \_\_\_\_\_ Unit No. \_\_\_\_\_ Council/Organization \_\_\_\_\_

Number Years Tenure as a Youth \_\_\_\_\_ As an Adult \_\_\_\_\_

Offices Held \_\_\_\_\_

BSA Rank: \_\_\_\_\_ Other Achievements: \_\_\_\_\_ Order of the Arrow \_\_\_\_\_

Have You Ever Served on a Camp Staff? \_\_\_\_\_ When/Where? \_\_\_\_\_

Describe Leadership Experience \_\_\_\_\_

Describe Training Experience \_\_\_\_\_

List Current Certifications and Dates (First Aid, CPR, EMT, Rifle, etc.) \_\_\_\_\_

Hobbies, skills, and special Interests \_\_\_\_\_

Musical Instrument Played \_\_\_\_\_

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

<b>Name</b>	<b>Address, City, Zip</b>	<b>Day Phone Number</b>	<b>Night Phone Number</b>
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

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.**

<b>APPEARANCE:</b>	flawless	well-groomed	generally neat	slovenly
<b>DEPENDABILITY:</b>	exceptional	Usually dependable	requires supervision	irresponsible
<b>INITIATIVE:</b>	resourceful/self motivated	industrious	has necessary drive	indifferent
<b>PERSONALITY:</b>	bland	pleasing	outgoing	magnetic
<b>COOPERATION:</b>	inspires confidence	Cooperates willingly	usually cooperative	obstructionist
<b>LEADERSHIP:</b>	inspirational	able to take charge	good team member	incapable of leading
<b>ATTITUDE:</b>	always enthusiastic	positive	generally acceptable	negative
<b>COMMON SENSE:</b>	lacking	needs experience	usually sound	always uses sound judgement
<b>ORAL EXPRESSION:</b>	eloquent	fluent, excellent grammar/vocabulary	satisfactory	limited
<b>INTEGRITY:</b>	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 800,000 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. ***For individuals under 21 years of age who exceed the maximum acceptable weight for height, the Philmont physicians will use their best professional judgment in determining participation in a Philmont trek. Participants under 21 years of age are strongly encouraged to meet the weight limit for their height. 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