



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 (BY YOU OR YOUR REFERENCE) 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

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

For a brief job description of each of the positions below, go to www.scouting.org/philmont then click "JOBS"

Logistics Services		*Motor Vehicle Maintenance		
Manager	APD	Food Service		*Assistant Program Director
Assistant Manager	APD	Dining Hall Manager	APD	Small Fry Director
Transportation Manager	APD	Assistant Dining Hall Manager		*Group Leader I
Logistics Staff	PD	*Backcountry Cook		*Group Leader II
Backcountry Program		Dining Hall Staff		Nursery (2 mo - 2 yrs)
*Backcountry Manager	APD	Commissary		Small Fry (3-5)
Equipment Manager	AD	*Commissary Manager	AD	Cowgirls (girls 6-7)
*Camp Director	AP	*Backcountry Commissary Mgr		Cowpokes (boys 6-7)
*Assistant Camp Director		*Commissary Clerk		Ropers (girls 8-10)
*Program Counselor		*Truck Driver (2 ton)	AD	Deputies (boys 8-9)
Adobe Making/Construction		Food Packing	WS	Sidewinders (boys 10)
Archeology		Trading Post		Mustangs (girls 11-13)
Archery, 3 Dimensional		Trading Post Manager	APD	Trail Blazers (boys 11-13)
Astronomy		Assistant Trading Post Manager	AD	Broncos (male & female 14-20)
Blacksmithing		*Warehouse Manager	AD	Silverados (non-conference adults)
Burro Packing		Warehouse Clerk	D	Craft Lodge Manager/Assistant
Campfire Leadership		Trading Post/Snack Bar Clerk		Craft Lodge Staff
Challenge Events		*Backcountry Trading Post Mgr		Pony Wrangler
Environment/Ecology/Nature		Office Support		*COPE Director
Fishing/Fly Tying		Information Technology Support		*COPE Instructor
Gold Mining/Panning		Accounting Clerk		Training Center Services
Indian Ethnology		Assistant Seasonal Registrar		Manager
Land Navigation		Seasonal Registrar		Assistant Manager
Logging Skills		PTC Registration Staff		Tent City Manager/Assistant
Mexican Homestead		Transportation Clerk	AD	Services Staff
Mountain Biking		Camping Headquarters Services		Transportation Coord./NAYLE
Mountain Living/Homesteading		Manager	AD	Museum
Mountain Technology		Assistant Manager	AD	Kit Carson Director
Muzzle Loading		Mail Room Manager	AD	Kit Carson Staff
No Trace Camping		Mail Room Clerk		Museum Shop Clerk
Rifle Instructor/Shotgun Instructor	A	Services Staff		Villa Staff
Rock Climbing		News and Photo Service		*Chaplain
Search Rescue/Wilderness Medicine		*Manager	APD	*Autumn Adventure
Trapping		*Assistant Manager, PhilNews	A	*Kanik
Weather		*Assistant Manager, Photo Lab	A	
Western Lore		*Photography Technician		
Conservation		*Videographer	P	
*Director of Conservation	APD	Headquarters Activities		
*Associate Director	APD	Manager	AD	
*GIS/Coordinator	PD	Assistant Manager	D	
*Equipment Manager	D	Activities Staff		
*Work Crew Foreman	AP	Tent City Manager	AD	
*R.O.C.S. Instructor	A	Security		
*Assistant R.O.C.S. Instructor		*Supervisor	AD	
*Environmental Educator		*Security Staff	AD	
*Conservationist		Clerk		
*Conservation Staff		Grounds and Maintenance		
*Work Crew		Training Center Maintenance	D	
*OA Trail Crew Foreman	AP	Villa Gardener		
*Assistant OA Trail Crew Foreman		Headquarters Maintenance	D	
*GIS Staff		Quartermaster		
Ranger Department		Tent Repair Staff		
*Chief Ranger	APD	Warehouse Clerk		
*Associate Chief Ranger	APD	Tent Crew	S	
*Rayado Trek Coordinator	APD	Medical		
*Mountain Trek Coordinator	APD	Director of Medical Services	APD	
*Ranger Trainer	P	*Medic	A	
*Academy Coordinator	P	Medical Secretary		
*Ranger		Nurse	A	
*Mountain Trek Ranger	P	*Health Lodge Support Staff	AD	
*Schedule Coordinator	PD	Medical Recheck Staff		
Ranch Department		HL Tent City Manager	AD	
*Horseman	APD	Training Center Program		
*Wrangler	D	*Program Director	AD	
*Bear Researcher	AD			

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 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 _____ Street _____ City _____ State _____ Zip _____
(If Different)

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 _____

DO NOT DETACH

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

Department	Position
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.

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

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 _____

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 the applicant or to:

**Personnel Department, Philmont Scout Ranch, 17 Deer Run Rd., Cimarron NM 87714
FAX: (505) 376-2636 (Please Note: IF YOU FAX, DO NOT MAIL– IF YOU MAIL, DO NOT FAX)**

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 840,000 adults and young people having attended since 1938. 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 participants 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.

The maximum weight for any participant in a Cavalcade Trek and for horse rides is 200 lbs.

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

HEIGHT	RECOMMENDED WEIGHT (lbs.)	MAXIMUM ACCEPTANCE
5'7"	121-172	207
5'8"	125-178	214
5'9"	129-185	220
5'10"	132-188	226
5'11"	136-194	233
6'0"	140-199	239
6'1"	144-205	144-205

HEIGHT	RECOMMENDED WEIGHT (lbs.)	MAXIMUM ACCEPTANCE
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
Under no circumstances will any individual over 295 lbs be allowed to participate in backcountry program.		

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.