



# Philmont Scout Ranch

## Seasonal Staff Application

### Information About Employment

**PLEASE READ THIS APPLICATION COMPLETELY BEFORE PROCEEDING**



Situated in the heart of the Sangre de Cristo mountain range of northern New Mexico, Philmont Scout Ranch is the pinnacle of high adventure program experiences. Philmont is owned and operated by the Boy Scouts of America and annually provides experiential education opportunities, backcountry hiking/camping programs, and training center conferences for 27,000 Scouters and their families.

The BSA is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age (**minimum age 18 by start date or age 21 for certain positions required by the BSA**), sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

### **Requirements for working at Philmont Scout Ranch**

- SUBMIT A COMPLETE APPLICATION** – Review the list of jobs in the various departments, indicate three preferences, and complete the **entire** application, even if you have previously worked at Philmont. Applications completely filled out with a variety of departmental choices have a much better chance at placement than those with only one choice. Some jobs are only offered during certain seasons.
- SUBMIT A RESUME** – A resume is **required** to be considered for employment at Philmont Scout Ranch. Please submit a copy of your resume with this application. It is okay if this is your first resume.
- SUBMIT A LETTER OF RECOMMENDATION** – Submit at least one letter of recommendation or a completed Philmont Reference Form from a member of your local council's professional staff, a teacher, community leader, or previous employer. This information can be submitted with the application or submitted separately.
- DATES OF EMPLOYMENT** – List your specific available **START** and **END dates ON THIS APPLICATION**. The majority of summer employment dates range from **MAY 25<sup>th</sup> to AUGUST 22<sup>nd</sup>**. The length of employment varies with job assignment. Fall Training Center programs (September to November), Autumn Adventure (September to November), and Winter Adventure (December to March) seasons vary.
- BSA MEMBERSHIP** – Applicants must be registered members of the Boy Scouts of America or agree to register before employment begins (upon arrival). BSA Youth Protection Training must be completed prior to employment. The principles of the Scout Oath and Law must be practiced as a way of life.

### **About working at Philmont Scout Ranch**

- 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, unkempt facial hair, or inappropriate jewelry (in the opinion of Ranch Management) are not allowed.
- 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 is very limited. If you need family housing, attach a letter detailing the reason for the request. There is no guarantee of employment for spouses or children, and childcare is not provided. Children under age of 18 must be supervised by a parent. Family housing is not available without a written request approved by Ranch Management. Management reserves the right to inspect all housing at its discretion.
- If you are hired for a position that requires driving, you must submit a current driving record from your state of license. Three moving violations or one DWI/DUI within the past three years will disqualify you from a driving position.
- If you are offered a job you must complete Employment Eligibility Verification (I-9) and a W-4 forms.
- Salary is based on a tiered schedule that is linked to position responsibility and Philmont experience.
- **Return your signed and completed application with a resume, letter of reference, and specific dates of employment to Philmont Scout Ranch at the address below.** Philmont will notify you when a decision is reached. **Please Note:** Mail **OR** Fax **OR** email your application - but not all three.

SEASONAL EMPLOYMENT APPLICATION

YEAR \_\_\_\_\_

Summer

Autumn

Winter

PLEASE TYPE OR PRINT

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

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

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

Mobile Phone # \_\_\_\_\_ Area Code and Number \_\_\_\_\_ Home Phone # \_\_\_\_\_ Area Code and Number \_\_\_\_\_

Email Address \_\_\_\_\_

Referred by: \_\_\_\_\_

How did you find out about working at Philmont?

- Previous Philmont Experience
- Former Philmont Staff Member
- Job Fair or College Job Posting
- Council Service Center
- Philmont Website
- BSA Relative \_\_\_\_\_
- Other Website \_\_\_\_\_
- Other \_\_\_\_\_

Please check if you are **18**  or older. (Please note that you must be at least 18 by your first day of employment at Philmont)  
Please check if you are **21**  or older. (Please note that you must be at least 21 to apply for certain positions required by the BSA)

Emergency Contact \_\_\_\_\_ Name \_\_\_\_\_ Phone # \_\_\_\_\_

Is there anything Philmont should know that may impact your ability 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, please explain: \_\_\_\_\_

CHOICES OF EMPLOYMENT – Please review all Philmont positions on Page 4 of this application.

	Department	Position
First Choice	_____	_____
Second Choice	_____	_____
Third Choice	_____	_____

**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) \_\_\_\_\_  STEM Trek Year(s) \_\_\_\_\_

NAYLE Year(s) \_\_\_\_\_  OA Trail Crew Year(s) \_\_\_\_\_  Rayado Trek Year(s) \_\_\_\_\_  Mountain Trek Year(s) \_\_\_\_\_

PTC Year(s) \_\_\_\_\_  ROCS Year(s) \_\_\_\_\_  Ranch Hands Year(s) \_\_\_\_\_  Trail Crew Trek 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 \_\_\_\_\_

Rank(s) achieved: \_\_\_\_\_ 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, NRA, etc.) \_\_\_\_\_

Hobbies, skills, and special interests \_\_\_\_\_

Musical Instrument(s) Played \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Name & Location	Number of Years Attended	Major	Degree	Diploma (Yes or No)
High School _____				
College _____				
Other _____				
Scholastic Honors _____				
Sports _____				
Activities _____				
Offices Held _____				
Languages Spoken Other Than English _____				
Final Grade Point Average _____				

**EMPLOYMENT** – Include any employment prior to today's date, even if that employment has not ended. **For more than one employers, submit the information in the same format on another sheet or on your resume.** Include military experience as if an employer, including branch, rank, and date of discharge.

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 \_\_\_\_\_

**REFERENCES:** Provide names and addresses of three persons (not relatives) who have knowledge of your character, experience and ability

Name	Address, City, Zip	Home Phone Number	Mobile Phone Number
1. _____			
2. _____			
3. _____			

*I hereby make application for employment, and in accordance with the principles of the organization, subscribe to the Scout Oath, Promise, and Law. I agree to be loyal to and cooperate fully with all the BSA policies, program, and management including those described in this application. If selected for employment, I must provide proof of current BSA membership or register with the BSA upon my arrival. I further agree to submit a completed BSA Annual Health and Medical Record – Parts A, B, and C upon my arrival. I understand that a personal interview may be required before employment will be granted. I have submitted a resume, letter of reference, and specific dates of employment.*

*I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. 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 (written signature required)

\_\_\_\_\_  
Date

# 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 may increase your chances.

**A** - 21+ years of age    **P** - Previous Philmont Staff Experience    **D** - Driving Required    **F** - Fall    **W** - Winter    **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 [PhilmontScoutRanch.org/Jobs](http://PhilmontScoutRanch.org/Jobs)

## Logistics Services

Manager APD  
 Assistant Manager APD  
 Transportation Manager APD  
 Communications Manager APD  
 Logistics Staff D

## Backcountry Program

\*Backcountry Manager APD  
 \*Camp Director AP  
 \*Assistant Camp Director  
 \*Program Counselor  
   Archaeology  
   Archery, 3 Dimensional  
   Astronomy  
   ATV  
   Blacksmithing  
   Burro Packing  
   Cabin Restoration/Construction  
   Campfire Leadership  
   Challenge Events  
   Fishing/Fly Tying  
   Gold Mining/Panning/Geology  
   Homesteading  
   Indian Ethnology  
   Land Navigation/GPS/Geocaching  
   Logging Skills  
   Mountain Biking  
   Mountain Man/Trapping/Rendezvous  
   Muzzle Loading  
   Railroading  
   Rifle/Shotgun/Pistol Instructor A  
   Rock Climbing  
   Search Rescue/Wilderness Medicine  
   Weather  
   Western Lore  
 Backcountry Warehouse Manager AD  
 Warehouse Asst. Manager AD  
 Warehouse Clerk  
 Wardrobe Specialist  
 Shooting Specialist  
 \*Backcountry Gardener

## Conservation

\*Director of Conservation APD  
 \*Field Manager/Coordinator APD  
 \*Assoc. Director – WC/EE/1st/OATC APD  
 \*WC/EE/STEM/1st/OATC/GIS Coord. APD  
 \*Work Crew Foreman  
 \*Work Crew Staff  
 \*Environmental Educator  
 \*STEM Educator  
 \*Trail Crew Trek Foreman A  
 \*Conservation Site Foreman  
 \*Conservationist  
 \*OA Trail Crew Foreman  
 \*GIS Staff  
 \*Sustainability Staff D  
 \*Invasive Species Team Leader AD  
 \*Invasive Species Staff  
 \*Recreation Resource Specialist APD

## Ranger Department

\*Chief Ranger APD  
 \*Associate Chief Ranger APD  
 \*Mountain Trek Coordinator APD  
 \*Rayado Trek Coordinator APD  
 \*Service Academy Coordinator APD  
 \*Scheduling Coordinator APD  
 \*Ranger Trainer P  
 \*Mountain Trek Ranger P  
 \*Ranger

## Ranch Department

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

## Food Service

Dining Hall Manager APD  
 Assistant Dining Hall Manager  
 Kitchen Manager A  
 Kitchen Asst. Manager  
 Lead Cook  
 Prep Cook  
 Swing Cook  
 Baker  
 Salad Prep  
 Utility Staff  
 Dining Hall Staff  
 \*Backcountry Cook

## Commissary

\*Manager AD  
 \*Asst. Manager AD  
 \*Backcountry Commissary Manager  
 \*Commissary Clerk  
 \*Truck Driver (2 ton) AD  
 Warehouse Clerk  
 Meat Market Specialist

## Tooth of Time Traders-Official Philmont Store

Manager APD  
 Assistant Manager D  
 \*Warehouse Manager D  
 Warehouse Staff D  
 TOTT/Snack Bar Clerk  
 \*Satellite Operations Manager AD  
 \*Backcountry Trading Post Manager

## Office Support/Administration

Information Technology Support  
 Accounting Clerk  
 Payroll Clerk/Office Support  
 Safekeeping Clerk  
 CHQ Seasonal Registrar  
 PTC Registration Staff  
 Transportation Clerk AD

## Outfitting Services

Manager AD  
 Team Leader AD  
 Outfitting Services Staff

## Mail Room

Manager AD  
 Mail Room Clerk

## News and Photo Service

\*Manager APD  
 \*PhilNews Editor A  
 \*PhilNews Writers  
 Photo Lab Lead A  
 Photo Lab Technician  
 \*Photography Manager  
 \*Photographer  
 \*Videographer  
 Marketing Media Staff

## Welcome Center

Manager AP  
 Asst. Manager A  
 Welcome Center Staff

## Security

\*Manager AD  
 \*Security Staff AD  
 Clerk

## \*Chaplain

## Activities Department

Manager AD  
 Asst. Manager D  
 Tent City Manager AD  
 Campfire Coordinator  
 Activities Staff

## Grounds and Maintenance

Grounds Staff D  
 Maintenance Staff D

## Tent Repair/Merchandize Warehouse

Tent Repair Staff  
 Warehouse Clerk

## Medical/Infirmary

Infirmary Manager APD  
 Medical Secretary  
 Nurse A  
 Certified Nursing Assistant (CNA)  
 \*Medical Services Support Staff AD  
 Medical Recheck Staff  
 Infirmary Tent City Manager APD  
 Infirmary Tent City Asst. Manager AD

## Training Center Program

\*Program Manager APD  
 \*Program Counselor Coordinator APD  
 Small Fry Director A  
 \*Program Counselor I  
 \*Program Counselor II A  
 Craft Center Director A  
 Craft Center Staff  
 Pony Wrangler A  
 \*COPE Director AD  
 \*COPE Instructor  
 PTC Shooting Sports Director AD

## Training Center Services

Manager AD  
 Asst. Manager  
 Tent City Manager/Assistant  
 Services Staff

## Museum

Kit Carson Camp Director AP  
 Kit Carson Staff  
 Chase Ranch Camp Director APD  
 Chase Ranch Staff  
 Museum Shop Clerk  
 Villa Staff  
 Villa Gardener

## Guest Services (Housekeeping)

Guest Services Staff

## Autumn Adventure

\*Guide APDF  
 \*Training Center Staff APDF  
 \*Conservation APDF  
 Maintenance/Grounds APDF  
 Food Service PF  
 Tooth of Time Traders Clerk PF  
 Rayado/Kit Carson Staff APDF  
 Guest Services PF  
 \*Wrangler APDF

## Winter Adventure

\*Guide APDW  
 \*Training Center Staff APDW  
 Food Service PW  
 Tooth of Time Traders Clerk PW  
 Food Packing WS

**\*Note: All staff who hike in the backcountry MUST meet the height & weight requirements.**

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

\_\_\_\_\_ is applying for a seasonal position at Philmont, where more than 1,000 staff members are employed each summer. This staff is responsible for hosting over 27,000 co-ed youth participants, adult 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: 575.376.2636 (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.**

<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 sound judgment
<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.**

**Print Name** \_\_\_\_\_

**Signed** \_\_\_\_\_

**How do you know the applicant?** \_\_\_\_\_ **Daytime Phone** \_\_\_\_\_ **Date** \_\_\_\_\_

## RISK ADVISORY - PHILMONT SCOUT RANCH

Philmont has an excellent health and safety record with over 1,000,000 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*. 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 two members trained in wilderness 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 trail food is, by necessity, a high carbohydrate, high caloric diet. The trail food is high in wheat, milk products, sugar and corn syrup, and artificial coloring/flavoring. Most dinner meals contain meat. If participant has a problem with the diet described above, contact Philmont for a copy of the trail menu and ingredients and plan to send supplemental food. Philmont will deliver supplemental food to the appropriate pickup places.

### PHILMONT WEIGHT LIMITS FOR BACKPACKING AND 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. These guidelines are used because overweight individuals are at a greater risk for heart disease, high blood pressure, stroke, altitude illness, sleep problems and injury.

**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 70 inches tall cannot weigh more than 226 lbs. All heights and weights will be measured in stocking feet.

***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 discussion in advance with Philmont is required regarding any exception to the weight limit for persons under 21 years of age, whether it is over or under.*** Philmont will consider up to 20 lbs. over the maximum acceptable as stated on the chart, however, the exception will never exceed 295 lbs. Philmont's phone number is 575-376-2281.

The maximum weight for any participant in a Cavalcade Trek and for horse rides is 200 lbs. **Under no circumstances will any individual weighing more than 295 pounds be permitted to participate in backcountry programs.** This requirement is necessary because of limitations of rescue equipment and for safety of search and rescue personnel.

**Individuals who do not meet Philmont's weight for height requirements will not be allowed on the trail and will be sent home.**

Height(inches)	Max Weight	Height(inches)	Max Weight	Height(inches)	Max Weight	Height(inches)	Max Weight
60	166	65	195	70	226	75	260
61	172	66	201	71	233	76	267
62	178	67	207	72	239	77	274
63	183	68	214	73	246	78	281
64	189	69	220	74	252	79 & over	295

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.

A water-displacement test to determine percent body fat will also be accepted in lieu of the height-weight guidelines. Women will need to have a body fat of 20% or less and men will need to have a body fat of 15% or less to be qualified to participate. No other form of test to determine percent body fat (DEXA scan, skin fold, etc.) will accepted by Philmont.