

# 2022 Seasonal Staff Arrival & Departure Dates

<u>Date</u>	<u>Day</u>	<u>Staff Groups Arriving/Departing</u>
12/15	Wed	Winter Adventure Staff
12/18	Sat	--First Day of Winter Break (No staff arrivals/departures)--
1/02	Sat	--Last Day of Winter Break--
1/03	Mon	Winter Staff
4/30	Sat	Winter Season Ends
5/01	Sun	Set Up Crew; A-Team; Horsemen
5/11	Wed	Infirmery Leadership; Wranglers
5/12	Thu	WFR Training Participants; Backcountry Managers
5/15	Sun	Senior Leadership; LNT ME Training Participants
5/20	Fri	Middle Management (CDs, RTs, Coord., etc)
5/23	Mon	NRA Training Participants
5/25	Wed	Conservation Staff
5/26	Thu	Base Camp, Museum & PTC Staff
5/27	Fri	Backcountry Staff
5/28	Sat	Rangers
5/29	Sun	--All Staff Day--
5/30	Mon	Late Arrivals 1
6/06	Mon	Late Arrivals 2
6/13	Mon	Late Arrivals 3
6/14	Tue	Late Arriving Rangers
6/20	Mon	Late Arrivals 4
6/27	Mon	Late Arrivals 5
7/04	Mon	Late Arrivals 6
7/11	Mon	Late Arrivals 7
7/18	Mon	Late Arrivals 8
8/22	Mon	Base Camp Staff Last Working Day
8/31	Wed	All Remaining Summer Staff Last Working Day
9/01	Thu	--First Day of Autumn Break (Essential Autumn Staff Only)--
9/05	Mon	--Last Day of Autumn Break--
9/06	Tue	PTC, Autumn Adventure, Cons Leadership
9/12	Mon	Cons Foreman
9/19	Mon	Cons Staff
10/31	Mon	Autumn PTC Staff Last Working Day
11/15	Tue	Autumn Adventure Last Working Day
11/18	Fri	Autumn Conservation Last Working Day
12/18	Sun	--First Day of Winter Break (No staff arrivals/departures)--
1/02	Mon	--Last Day of Winter Break--

### Important Notes:

- All early arrivals (except Early Set Up/A-Team) need to be approved by a GM cabinet level supervisor
- Late arrivals should be moved back to the next scheduled arrival date based on their availability
- Staff may begin checkout at 3pm on their last working day and must leave by 5pm the next day (schedule accordingly)

## 2022 Seasonal Staff Salary Chart

Level	-	I			II		III		IV		V		
Tenure (Within Level)	N/a	1st Year	2nd Year	3rd Year	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year	Other
Position Type	Volunteer	General Staff/Clerk/PC			Specialist/Foreman/Hard to Fill		Coordinator/Asst. Manager		Manager/Director		Administrator/Professional		
Description	Volunteer positions and those doing unpaid service in a normally paid position	Entry level positions which do not involve supervision of other staff or advanced qualifications that cannot be provided by Philmont during staff training			Staff who have advanced qualifications; team leads/asst. managers of small departments; Autumn/Winter Staff; difficult to fill positions		Staff who assist a manager/director in operating a large department; staff who lead a small department themselves; Autumn/Winter leadership		Staff who are ultimately responsible for the operation of a program or department with other staff who report to them		Staff who are responsible for multiple departments/managers or someone bringing professional experience from outside Philmont		
Admin / Office Support		PSA Staff Safekeeping & File Clerk			Personnel Specialist Purchasing Specialist Registration Specialist IT Specialist		Accounting Clerk Registration Manager		Special Projects Coordinator				
Backcountry	Visiting Geologist	Asst. Cook Program Counselor Roving Prospector Warehouse Clerk			Archaeologist Cook Rock Foreman Shooting Sports PC Warehouse Specialist		Assistant Camp Director Camp Director III Roving Prospector Lead Shooting Sports Manager Warehouse Asst. Manager		Camp Director IV Backcountry Dist. & Support		Backcountry Manager Camp Director V Warehouse Manager		
Base Camp		Activities & Shows Staff Logistics Staff Mail Room Staff Outfitting Services Staff Welcome Center Staff			Activities & Shows Specialist Custodial Services Staff Outfitting Svcs. Asst. Manager Welcome Center Asst. Manager		Activities Asst. Manager Custodial Asst. Manager Logistics Coordinator Mail Room Manager Welcome Center Manager		Activities Manager Custodial Services Manager Logistics Associate Manager Outfitting Services Manager		Base Camp Manager Logistics Manager		
Chaplains	<i>Based on guidance from BSA National Religious Committees</i>												
Commissary		Backcountry Clerk Clerk Meat Market Clerk Warehouse Clerk			Backcountry Manager Office Assistant Meat Market Specialist Truck Driver				Asst. Manager		Manager		
Conservation	Visiting Forester Vis. Forester Coord.	Camper Conservationist Forestry Eqmnt. Crew Staff GIS Staff Natural Resource Staff Sustainability Staff			Environmental Educator Foremen Masticator Operator		Coordinators		Associate Director Training & Equipment Mgr		Conservation Program Director Sr. Associate Director		
Food Service					Dining Hall Staff Utility Staff		Dining Hall Asst. Manager Pack Out Manager Cooks Prep Cook		Baker Kitchen Assistant Manager Lead Cook		Dining Hall Manager Kitchen Manager		
Grounds					Grounds Staff		Grounds Foreman Grounds Mechanic						
Housekeeping					Housekeeping Staff				Housekeeping Manager				
Maintenance		Cabin Restoration Staff Maintenance Staff (CHQ/PTC) Motor Pool Staff			Cabin Restoration Foreman						Chase Ranch Maintenance Staff		
Marketing & Photography Services		Graphic Designer Marketing Staff Photographer Videographer Writer			Photo Web/Print Specialist		MPS Asst. Mgr - Marketing MPS Asst. Mgr - Photo MPS Asst. Mgr - Video		Marketing & Photo Svcs. Mgr.				
Medical & Infirmary	Infirmary Physician PTC Medical Staff	Infirmary Tent City Staff Medical Recheck Staff Medical Secretary			Infirmary Researcher Certified Nursing Assistant		Infirmary Tent City Manager Medical Recheck Coordinator Medical Services Staff Training Coordinator		Medical Student Medical Services Coordinator		Assoc. Chief of Medical Svcs. Chief Medical Student Infirmary Manager Nurse (\$2600 cap) Nurse Supervisor (\$3000 cap)		
Museum	Docent	Chase Ranch PC Gift Shop Clerk Villa Gardener Villa Tour Guide			Custodial Staff Museum Specialist Villa Assistant Curator		Chase Ranch Camp Director Gift Shop Assistant Manager						
Philmont Training Center	Quartermaster	COPE Staff Craft Center Staff Program Counselor Services Staff Hiking Guide Youth Counselor			Craft Center Asst. Mgr. Pony Wrangler Registration Specialist Shooting Sports Specialist Tent City Manager Transportation Specialist		COPE Assistant Director Program Counselor Coord. Rayado Ridge Asst. Camp Dir. Shooting Sports Director Small Fry Director Special Projects Coordinator		Assistant Program Director COPE Director Craft Center Manager Rayado Ridge Camp Director Services Manager		PTC Program Director		
Ranch		Wrangler					Horseman				Chase Ranch Technician		
Rangers	Svc. Academy Ranger	Ranger			Ranger Trainer		Ranger Coordinator		Associate Chief Ranger		Chief Ranger		
Security					Lost & Found Clerk Security Specialist				Security Manager				
Tooth of Time Traders		Branding Clerk Clerk Countdown Clerk Order Fulfillment Clerk Warehouse Clerk			Backcountry Cantina Mgr Backcountry Trading Post Mgr Branding Specialist Cantina Specialist Countdown Specialist		BC Trading Post Coordinator Seasonal Asst. Manager Warehouse Asst. Manager		Warehouse Manager		Seasonal Manager		
2nd Seasons	Docent/Volunteers				Staff/Guide Positions		Coordinators & Foremen				Department Managers		