

## POSITION DESCRIPTION

---

|                              |  |
|------------------------------|--|
| <b>Position:</b>             | Headquarters Horseman  |
| <b>Department:</b>           | Ranch  |
| <b>Salary Level:</b>         | III (Coordinator/Asst. Manager)  |
| <b>Default Housing:</b>      | <i>Roofed-Cattle HQ (Final housing assignments may differ based on availability)</i> |
| <b>Reports To:</b>           | Ranch Technician: Livestock  |
| <b>Desired Availability:</b> | May 1 – August 31  |

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

The Headquarters Horseman is directly responsible to the Horse Foreman, assisting in all phases of horse department operations as outlined below. In the absence of the Horse Foreman, the HQ Horseman is responsible for working independently to support all operations as described below.

The Horse Foreman is responsible for the horseback ride program in all camps. He is directly responsible to the Director of Ranching and adheres to the guidelines established in the care and maintenance of livestock, equipment and facilities.

The objective of the HQ Horseman will be to assist the Horse Foreman in supplying and supporting the horse and burro camps and the Cavalcade program. In addition, you may be asked to fill in for an ill, or injured Horseman should the need arise.

### Primary Duties & Responsibilities

- Be able to mount, saddle and ride horseback unassisted.
- Be able to meet the requirements for riding horses as indicated in the Guidebook to Adventure under Horse Rides.
- Work closely with the Horse Foreman to become familiar with the horseback ride program procedures, policies, and camp operations.
- Help prepare equipment for the summer program.
- Be prepared to begin operating the horse program by the date the first participants arrive.

- Learn all facets of the program operation.
- Be familiar with and follow the procedures and policies in the Horse Department Manual.
- Be part of the Philmont team by cooperating with other directors and staff to offer an outstanding experience to everyone who comes to Philmont, and by willingly and cheerfully perform tasks beyond the immediate scope of the horseback ride program when requested by your supervisor
- Maintain a clean, neat, and efficient working area and living quarters.
- Make certain all livestock assigned to you are properly cared for and that before any animal is used that it is in good condition and fit to be put on the trail. See that proper care is taken of saddles, equipment and facilities assigned to you and that necessary repairs are made immediately.
- Make certain all periods of instruction and all rides are conducted and organized so that proper steps for safety of riders and mounts are ensured.
- Keep accurate record of all equipment on hand and accurate record of all horseback rides taken when assigned to a camp.
- Keep the Horse Foreman informed of your whereabouts at all times. Work out days off schedule with the Horse Foreman for the HQ Wrangler staff.
- Philmont will furnish chaps, saddle and shoeing tools to the HQ Horseman. These will be charged out to individuals and must be returned or paid for at the close of the season.
- HQ Horseman shall see that no less than three (3) qualified horse department personnel accompany each horse ride, unless total riders are less than 15. When 14 or less riders, then two (2) qualified Wranglers must accompany the ride. Program Counselor are NOT qualified to take out horse rides. They may accompany a ride but shall not be considered Wranglers.
- Be prepared to work with young horses as necessary to gentle them of summer use.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 21 years of age by time of employment
- Be able to secure, and maintain a Philmont driving permit
- Ability to prioritize tasks and ask for help when needed
- Ability to function well with minimal supervision
- Be able to shoe horses or willing to learn. See that all horses are kept properly shod.
- Be knowledgeable of proper methods of doctoring minor injuries to horses and burros; i.e. cinch sores, saddle sores, lameness, etc. Notify the Horse Foreman as soon as possible of any sickness or injury that you cannot properly treat. Be able to administer antibiotics properly to horses and burros as needed.
- Be qualified and able to drive the hay truck to supply all camps as needed. Use extreme care while operating Philmont vehicles. With the Horse Foreman, efficiently use and schedule the vehicles assigned to the Horse Department ensure that unnecessary trips are eliminated but necessary functions are accomplished.

### Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, riding, bending, stooping, kneeling, or crouching
- Be capable and willing to work in all types of weather conditions at various locations

### Additional Information

Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 7/9/2022