

POSITION DESCRIPTION

Position:	Autumn Adventure Coordinator
Department:	Autumn Adventure
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Associate Director of Camper - Rangers
Desired Availability:	September 6 – November 10

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 Scouting 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 Scouting America Annual Health and Medical Record (Parts A, B, & C) 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

Their primary duty give leadership, guidance, and organization to Autumn Adventure Guides and to schedule picking up crews along with workdays and days off. Throughout the trek, they will facilitate unique program elements and teach advanced backpacking skills to the participants. Autumn Adventure Coordinators may be asked to take out 1 or 2 Autumn Adventure Crews throughout the season. They are an enthusiastic and friendly participant of Tooth of Time Traders (ToTT) inventory, under the direct supervision of the ToTT management during the first two weeks of November.

Primary Duties & Responsibilities

- Work with Philmont Leadership and keep open lines of communication throughout the season
- Be an attentive resource for Autumn Adventure Guides. Be willing to help/lead in areas such as Search and Rescue, workday assignments, and special projects
- Ability to effectively communicate Philmont camping procedures
- Be an advocate and expert of the Philmont Camping Methods
- While in the backcountry, educate participants on topics such as navigation, hiking etiquette, campsite setup, personal sanitation practices, bear and wildlife procedures, cooking skills, Philmont history, backcountry time management, and general trek planning skills
- Be an enthusiastic, friendly, and effect educator of outdoor skills and wilderness ethics
- Be a frontline representative of Philmont and give crews the information and training required to have a successful trek in the backcountry

- Complete required paperwork and documentation in a timely fashion
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Ability to prioritize tasks and ask for help when needed
- Must be able to secure a Philmont driving permit
- Safely operate large four-wheel-drive vehicles on rough, mountainous roads in varying weather conditions.
- Ability to function well in a fast-paced, dynamic, and sometimes stressful environment
- Strong organizational and written communication skills and the ability to manage time efficiently. Familiarity with Microsoft Excel is a benefit
- Ability to effectively communicate Philmont camping procedures to crews
- Be an advocate and expert of the Philmont camping method
- Previous Autumn Adventure experience highly suggested

Physical Requirements & Work Environment

- Must meet the Scouting America height/weight requirements
- Ability to hike up to 15 miles a day over rugged, mountainous terrain while carrying a 45-pound backpack
- 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, 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

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 Scouting 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: 9/14/2026