

POSITION DESCRIPTION

Position:	Autumn Work Crew Foreman
Department:	Conservation
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Autumn Field Coordinator
Desired Availability:	September 5 – November 17

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

Autumn Work Crew Foremen manage a mobile crew of 3-5 staff working in Philmont's backcountry or on partner properties. Crews are assigned to a geographic region of the ranch or a designated a "special projects crew". Foremen are responsible for planning their crew's work runs, including the travel itinerary, work projects, equipment needs, menu, and other logistical details. They track the accomplishments of their crew and provide a detailed report at the end of each run. Foremen also prioritize newly identified projects on-the-fly and alter their crew's plans accordingly.

Primary Duties & Responsibilities

- Establish yourself as a leader within the Conservation Department, and Philmont Scout Ranch by setting an appropriate example for other staff and participants.
- Be constantly alert to the welfare and safety of scouts, advisors, coworkers, and anyone else in the vicinity of your work site. Demonstrate good situational awareness.
- Be an active participant during Conservation Training. Remain engaged, ask questions, and volunteer to help as needed.
- Under the guidance of the Associate Director of Conservation – Work Crew (ADC) and Work Crew Coordinator, establish a set of performance goals for the season.
- Provide detailed pre- and post-run reports of your crew's plans and accomplishments.
- Become an expert in safe and proper use of provided hand and power tools.
- Become proficient in the use of provided tree climbing equipment.
- Become proficient in the use of provided GPS units.

- Properly maintain your crew's tools and equipment to the standards of the Philmont Conservation Department.
- Maintain clean and organized campsites while deployed in the backcountry, following the procedures in the Philmont Ranger Field Book.
- Know and teach the appropriate safety measures to your crew, including the use of personal protective equipment and safe working practices.
- Be a good team member, sharing the site management responsibilities with your coworkers
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Possess a solid foundation of conservation work and leadership experience
- 1-3 seasons of work in the Philmont Conservation Department or with a similar organization
- Need strong organization and communication skills to effectively perform their duties
- Participating in one of the Philmont Conservation Department's individual treks (ROCS, OATC, TCT, STEM) is suggested
- Should feel comfortable leading small groups of staff members (2-5)

Physical Requirements & Work Environment

- Must meet Scouting America height/weight requirements
- Be able to hike to remote worksites carrying loads up to 80 pounds
- Be prepared to spend up to 9 consecutive nights per work hitch in undeveloped backcountry campsites
- 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
- Be prepared for strenuous workdays that include hiking and working on rough terrain, in all weather conditions, for 9-12 hours

Additional Information

Training Opportunities: Opportunities may arise throughout the season for on-the-job training in chainsaw operation, rigging, retaining wall construction, or other advanced skills. 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: 9/11/2026