

POSITION DESCRIPTION

Position:	Autumn Tent Crew
Department:	Commissary
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Roofed-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Maintenance Technician: Tent Repair
Desired Availability:	September 12 – November 22

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 Tent Crew is a separate maintenance department focused on the storage, inventory, and repair of all canvas tents around Philmont Scout Ranch. Prospective candidates within Tent Crew will be participating in warehouse training and care including material storage in excess of a thousand-pound utilizing forklifts and pallet jacks. Receive training and expected to utilized repair materials and industrial sewing machines. Candidates will assist with field operations including responding to field repair issues with platform tents as well as eco-structure tents.

Primary Duties & Responsibilities

- Receive training and be able to utilize powered industrial vehicles
- Receive training on industrial sewing machines and be able to operate responsibly
- Can properly use hand tools and operate powered hand tools
- Have a valid driver license to operate Philmont vehicles and pull trailers
- Successfully complete the Philmont Driver Training Course and use the knowledge gained
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Any previous experience in utilizing sewing machines or sewing tools
- Some wood-working experience to assist with platform repair
- UTV certified through accredited program
- Valid Driver's License
- Ability to function well in a fast-paced, dynamic, and sometimes stressful environment

- Must be able to secure a Philmont driving permit

Physical Requirements & Work Environment

- Must be able to lift 50 pounds on a continuous basis
- Be capable and willing to work in all types of weather conditions at various locations
- Closed shoes will be required when working in the warehouse
- If known, any allergy to treated canvas must be considered (possibility of being exposed to fire treated material)
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

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: 9/11/2026