

POSITION DESCRIPTION

Position:	Autumn Villa Gardener
Department:	Museum
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Museum Assistant: Villa Curator
Desired Availability:	September 12 – October 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 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

The Autumn Villa Philmonté Gardener is a member of the team responsible for maintaining the health and attractiveness of the gardens, plants and associated garden features of the Villa Philmonté, the Philmont Museum-Seton Memorial Library, and the Philmont Training Center. The Villa Gardener's plays an important role in the Philmont Museum Department by providing a welcoming environment for all of our guests.

Primary Duties & Responsibilities

- At the direction and supervision of the Villa Philmonté Curator, participate in general and specialized trainings throughout the season.
- Be self-motivated and conduct your workday in an efficient manner.
- Safely use and maintain all gardening tools and materials.
- Plant and care for annuals, perennials and grasses.
- Maintain the Villa, Philmont Museum-Seton Memorial Library, and PTC grounds in a tidy, clean and efficient manner.
- Become familiar with the plants under your care including their names, needs, and growth habits.
- Answer questions regarding the gardens and associated plants and features.
- Assist with developing and implementing schedules for: watering, weeding, fertilizing, pest control, and dead-heading all plants and gardens under the Museums' care.
- Trim hedges and assist with the pruning and training of climbing roses.
- Mowing and raking of grass, leaves, and pine needles.

- Maintain communications with the Villa Philmonté Curator, especially regarding problem-solving, questions and supply needs.
- Anticipate the need to order more supplies, and communicate this with the Villa Philmonte Curator
- Assist with the cleaning, organization, and cleanliness of the Villa Greenhouse.
- Assist with other responsibilities as directed by the Villa Curator, the Director of Museums, and/or the Philmont Training Center Director to ensure that the mission of Philmont and the Philmont Training Center is carried out. Work in close cooperation with other Philmont staff members at all times.
- Be a valued part of the Museums Department team by willingly and cheerfully assisting with the entire Museums Department operations.
- Participate with basic upkeep of the Philmont Training Center staff living area.
- Participate in Philmont Training Center programs like Opening and Closing Programs, Western Night, etc. and other activities when possible.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 18 years of age by time of employment
- Be able to secure, and maintain a Philmont driving permit (if 21 by age of employment)
- Ability to prioritize tasks and ask for help when needed
- Ability to function well with minimal supervision.
- Knowledge of hand tools, lawn mowers, weed eaters, and other landscaping equipment highly suggested

Physical Requirements & Work Environment

- 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 able to carry and climb ladders, and assist others in ladder safety
- Be capable and willing to work in all types of weather conditions at the stated locations

Additional Information

For more information about the Philmont Museums please visit: <http://www.philmontscoutranch.org/Museums>
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