

POSITION DESCRIPTION

Position:	Winter Workshop 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:	Field Manager
Desired Availability:	January 4 – April 9

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 Winter Workshop Foreman performs technical maintenance and repair tasks on chainsaws and a wide variety of hand digging and woodcutting tools to support the operations of the Conservation Department. Under the direction of the Field Manager, the Winter Workshop Foreman provides technical assistance for conservation staff on the standards of use and care of the department's tools and equipment.

Primary Duties & Responsibilities

- Be constantly alert to the welfare and safety of participants, coworkers, and anyone else in the vicinity of your work site. Demonstrate good situational awareness.
- Under the guidance of the Field Manager, repair tools and equipment as assigned and ensure that resources are available to other staff to help them successfully carry out their job.
- Become an expert in safe and proper use of provided hand and power tools.
- Learn the science and engineering principles underlying your work and communicate them to others clearly.
- Keep a clean and organized workspace.
- Know and use appropriate safety measures, including the use of personal protective equipment and safe working practices.
- Be an active participant during Conservation Department training. Remain engaged, ask questions, and volunteer to help as needed
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Possess a high degree of mechanical proficiency and experience working with common hand tools and chainsaws or other small engines
- Possess a solid foundation of conservation work and leadership experience
- Ability to function well in a high-paced and at times stressful environment

Physical Requirements & Work Environment

- Must meet Scouting America height/weight requirements
- Be able to hike to remote worksites carrying loads up to 60 pounds
- Be prepared to spend up to 5 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 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: 9/15/2026