

POSITION DESCRIPTION

Position:	Winter Philmont Training Center Staff
Department:	Philmont Training Center
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Roofed-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Philmont Training Center Coordinator
Desired Availability:	January 4 – April 30

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

Lead Training Center program groups and Family Adventure Camp participants to ensure high-quality programs, activities, and experiences.

Primary Duties & Responsibilities

- In working with a partner provide a high-quality program to Conference Youth participants. Participants ages range from infant to teenager within the Conference Youth program.
- Guide and supervise Family Adventure Camp adventure activities, providing hiking and activity knowledge for family groups that may include up to 30 people.
- Provide additional evening programs such as opening/closing program, cobbler night, western night, etc.
- Provide the leadership, example, and inspiration for the Conference Youth program or Family Adventure Camp activity that is assigned.
- Pay close attention to health, safety, welfare, attitude, and morale of all participants. Take immediate action to solve problems. Enforce the policies and guidelines outlined in the Staff & Participant Guidebooks.
- Assist with other staff responsibilities as directed by the Associate Director of Program - PTC or other Philmont Management to ensure that the mission of the Philmont Training Center is carried out.
- 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

- Strong interpersonal and communication skills. Ability to read, write, and interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively communicate with customers, peers, and management.
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Must complete assigned New Mexico Food Handler Safety Course prior to arrival; instructions for course completion will be available during onboarding

Physical Requirements & Work Environment

- Must meet the Scouting America height/weight requirements
- Be able to lift and handle materials up to 50 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Be able to work outside for 8-12 hours a day

Additional Information

For more information, call the Philmont Training Center at 575-376-2281 or send inquiries to:
philmont.trainingcenter@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: 9/16/2026