

**CAVALCADE HORSEMAN  
POSITION DESCRIPTION**

**POSITION CONCEPT**

The Cavalcade Horseman is responsible for the Cavalcade program. You are also responsible for the wellbeing of the horse string assigned to you as well as the equipment assigned. You must cooperate directly with the Camp Director of the camp assigned, and adhere to the guidelines established by the Horse Foreman in the care and maintenance of livestock and equipment. You are responsible for all packing and equipment involved

Your objective is to efficiently and safely furnish all individuals and crews with a horseback ride and total Cavalcade experience that is enjoyable and exciting. You must exercise diplomacy and good judgment in dealing with all advisors, crews and staff.

**PHILMONT REQUIREMENTS**

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 21 years of age by time of employment.

**SPECIFIC JOB REQUIREMENTS**

- Be able to mount, saddle and ride horseback unassisted.
- Be able to meet the requirements for riding horses as indicated in the Guidebook to Adventure under Horse Rides.
- Work closely with the Horse Foreman and Director of Ranching to become familiar with the horseback ride program procedures and policies and camp operations.
- Help prepare equipment and horses for the summer program.
- Be prepared to begin operating the horseback ride program by the date the first group arrives for Cavalcade.
- Learn all facets of the program operation.
- Be able to shoe horses or be willing to learn. See that all horses are kept properly shod.
- Be able to properly pack horses with all necessary gear in a safe and teaching method.
- Submit a completed Philmont Health and Medical Form, meet the Height/Weight Requirements for backcountry participation.
- Be able to lift and handle materials up to 70 pounds.
- Must attend Philmont Drivers Training and be able to secure a Philmont driving permit.

- Be a competent instructor in horsemanship.
- Be familiar with and follow the procedures and policies in the Horse Department Manual.
- Your primary responsibility is the care of the horse string, the equipment and the safety of the horseback rides.
- Be a part of the Philmont team by cooperating with Camp Directors, Ranger Trainers, and other staff to offer an outstanding experience to everyone who comes to Philmont, and willingly and cheerfully perform tasks beyond the immediate scope of the horseback ride program when requested by your supervisor.
- Cooperate and work with fellow program staff and other helpers assigned to the Horse Department program to provide a smooth working system for the Cavalcade program.

## **DAILY OPERATIONS**

- Maintain a clean neat and efficient working area and living quarters.
- Cooperate fully with the Horse Foreman and Director of Ranching for the successful operation of your string of horses, and follow their instructions implicitly in all things pertaining to the horses, burros, equipment and facilities.
- Make certain all livestock assigned to you are properly cared for and that before any animal is used that it is in good condition and fit to be on the trail. See that proper care is taken of saddles, equipment and facilities assigned to you and that necessary repairs are made immediately.
- Make certain all periods of instruction and all rides are conducted and organized so that proper steps for the safety of the rider and mounts are ensured.
- Be accountable for all horses and equipment as well as all horseback rides.
- Keep an accurate record of all equipment on hand and an accurate record of all horseback rides taken.
- Keep the Horse Foreman informed of your whereabouts at all times. Work out days off schedule with the Horse Foreman for the Horse Department staff.
- Philmont will furnish chaps, saddles and shoeing tools to each Horseman. These will be charged out to each individual and must be returned or paid for at the close of the season.
- Assist with other staff duties as assigned.