

**HEADQUARTERS HORSEMAN  
POSITION DESCRIPTION**

**POSITION CONCEPT**

The Headquarters Horseman is directly responsible to the Horse Foreman, assisting in all phases of horse department operations as outlined below. In the absence of the Horse Foreman, the HQ Horseman is responsible for working independently to support all operations as described below.

The Horse Foreman is responsible for the horseback ride program in all camps. He is directly responsible to the Director of Ranching and adheres to the guidelines established in the care and maintenance of livestock, equipment and facilities.

The objective of the HQ Horseman will be to assist the Horse Foreman in supplying and supporting the horse and burro camps and the Cavalcade program. In addition you may be asked to fill in for an ill, or injured Horseman should the need arise.

**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 to become familiar with the horseback ride program procedures, policies and camp operations.
- Help prepare equipment for the summer program.
- Be prepared to begin operating the horse program by the date the first participants arrive.
- Learn all facets of the program operation.
- Be able to shoe horses or willing to learn. See that all horses are kept properly shod.

- Be knowledgeable of proper methods of doctoring minor injuries to horses and burros; i.e. cinch sores, saddle sores, lameness, etc. Notify the Horse Foreman as soon as possible of any sickness or injury that you cannot properly treat. Be able to administer antibiotics properly to horses and burros as needed.
- Must attend a Philmont Drivers Training class and secure a Philmont Drivers' Permit.
- Be qualified and able to drive the hay truck to supply all camps as needed. Use extreme care while operating Philmont vehicles. With the Horse Foreman, efficiently use and schedule the vehicles assigned to the Horse Department insure that unnecessary trips are eliminated but necessary functions are accomplished.
- Submit a completed Philmont Health and Medical Form. Meet the Height/Weight Requirements for backcountry participation and be able to lift and handle up to 70 pounds.
- Be familiar with and follow the procedures and policies in the Horse Department Manual.
- Be part of the Philmont team by cooperating with other directors and staff to offer an outstanding experience to everyone who comes to Philmont, and by willingly and cheerfully perform tasks beyond the immediate scope of the horseback ride program when requested by your supervisor.

## **DAILY OPERATIONS**

- Maintain a clean, neat and efficient working area and living quarters.
- 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 put 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 safety of riders and mounts are ensured.
- Keep accurate record of all equipment on hand and accurate record of all horseback rides taken when assigned to a camp.
- Keep the Horse Foreman informed of your whereabouts at all times. Work out days off schedule with the Horse Foreman for the HQ Wrangler staff.
- Philmont will furnish chaps, saddle and shoeing tools to the HQ Horseman. These will be charged out to individuals and must be returned or paid for at the close of the season.
- HQ Horseman shall see that no less than three (3) qualified horse department personnel accompany each horse ride, unless total riders are less than 15. When 14 or less riders, then two (2) qualified Wranglers must accompany the ride. Program Counselor are NOT qualified to take out horse rides. They may accompany a ride but shall not be considered Wranglers.
- Be prepared to work with young horses as necessary to gentle them of summer use.
- Assist with other staff duties as assigned.