



Philmont Scout Ranch

Seasonal Staff Application



Information About Employment

PLEASE READ THIS SECTION COMPLETELY BEFORE PROCEEDING

- Philmont is the pinnacle of high adventure program experiences. Situated in the heart of the Sangre de Cristo mountain range of northern New Mexico, Philmont is owned and operated by the Boy Scouts of America and annually hosts more than 25,000 participants in backcountry hiking/camping programs and training conferences for Scouters and their families.
- Applicants are considered without regard to race, color, religion, sex, national origin, age (if over 18, or 21 for certain positions), marital status, veteran status, or the presence of a disability that is unrelated to your ability to perform the job requested.
- **THE MINIMUM AGE REQUIREMENT IS 18.** BSA standards require a minimum age of 21 for some positions. **MOST FIRST YEAR STAFF APPLICANTS WILL BE CONSIDERED FOR BASE CAMP POSITIONS.**
- Length of employment varies with job assignment. The majority of summer contracts run from **mid / late May to August 22**. Fall Training Center programs (September to November), Autumn Adventure (September to November) and Kanik (December to March) seasons vary. **LIST YOUR SPECIFIC AVAILABLE START AND END DATES ON THE APPLICATION; SOME VARIATION IN DATES MAY BE POSSIBLE. IN DETERMINING YOUR DATES, PLEASE CHECK YOUR COLLEGE CALENDAR.**
- Applicants for Fall Training Center programs, Autumn Adventure and/or Kanik are considered only if they have been on staff in the immediate preceding summer season.
- Applicants must be registered members of the Boy Scouts of America or agree to become registered before employment begins. The principles of the Scout Oath and Law must be practiced as a way of life.
- As a facility of the BSA, the staff is expected to set an example of excellence in Scouting, which includes the proper wearing of the uniform, and adhere to Philmont's standards of personal appearance. Extreme hairstyles, unkempt facial hair, or inappropriate jewelry (in the opinion of the ranch management) are not allowed.
- Salary is based on position responsibility with consideration given to the individual's experience.
- Review the list of jobs in the various departments, indicate three preferences, and **COMPLETE THE ENTIRE APPLICATION, including "Representative Philmont Jobs:"**, even if you have worked at Philmont before and/or if you have submitted a résumé. Applications with a variety of departmental choices have a better chance at placement than those with only one choice.
- A brief résumé of your experience for each of your choices is recommended. Some jobs are only offered in certain seasons. **SOME DEPARTMENTS (HORSE, PHOTO, ETC.) WILL NOT CONSIDER APPLICATIONS WITHOUT A RÉSUMÉ.**
- **AT LEAST ONE LETTER OF RECOMMENDATION, OR A COMPLETED PHILMONT REFERENCE FORM FROM A MEMBER OF YOUR LOCAL COUNCIL'S PROFESSIONAL STAFF, A TEACHER, RELIGIOUS LEADER OR EMPLOYER IS REQUIRED. THIS INFORMATION SHOULD BE SEALED IN AN ENVELOPE AND MAILED (BY YOU OR YOUR REFERENCE) AT ABOUT THE SAME TIME AS YOUR APPLICATION.**
- If you are hired for a position that requires driving, you will be required to supply a current driving record from your state of license. Three moving violations or one DWI/DUI within the past three years will disqualify you from a driving position.
- Every applicant who is offered a job will be required to complete the Employment Eligibility Verification (I-9) form.
- Return your application with a letter of reference to Philmont at the address below. Philmont will notify you when a decision is reached.

Representative Philmont Jobs

Use this page to give us a better understanding of your interests and experience. **CIRCLE OR HIGHLIGHT ANY JOB, PROGRAM, OR SKILL YOU HAVE EXPERIENCED** either as a participant or as an instructor. Elaborate on your résumé. First time staff members should be aware that there are many jobs for which Philmont receives a large number of applicants. Indicating a variety of Choices of Employment may increase your chances of selection.

P - Previous Philmont Staff Experience A - 21+ years of age D- Driving Required W - Winter F - Fall S - Spring

* Positions that **MUST** meet Philmont's backcountry Height/Weight Requirements

For a brief job description of each of the positions below, go to www.PhilmontScoutRanch.org/jobs

Logistics Services

Manager APD
 Assistant Manager APD
 Transportation Manager APD
 Asst. Transp. Mgr/PTC PD
 Logistics Staff PD

Backcountry Program

*Backcountry Manager APD
 Equipment Manager AD
 *Camp Director AP
 *Assistant Camp Director
 *Program Counselor
 Adobe Making/Construction
 Archeology
 Archery, 3 Dimensional
 Astronomy
 Blacksmithing
 Burro Packing
 Campfire Leadership
 Challenge Events
 Environment/Ecology/Nature
 Fishing/Fly Tying
 Gold Mining/Panning
 Indian Ethnology
 Land Navigation
 Logging Skills
 Mexican Homestead
 Mountain Biking
 Mountain Living/Homesteading
 Mountain Technology
 Muzzle Loading
 No Trace Camping
 Rifle Instructor/Shotgun Instructor A
 Rock Climbing
 Search Rescue/Wilderness Medicine
 Trapping
 Weather
 Western Lore

Conservation

*Director of Conservation APDFW
 *Field Manager APDF
 *Associate Director APDF
 *GIS/Coordinator PD
 *GIS Staff
 *Equipment Manager D
 *Work Crew Foreman AP
 *ROCS Instructor A
 *Assistant ROCS Instructor
 *Environmental Educator
 *Conservationist
 *Conservation Staff
 *Work Crew
 *OA Trail Crew Coordinator AP
 *OA Trail Crew Foreman AP
 *Assistant OA Trail Crew Foreman
 *Trail Crew Trek Foreman

Ranger Department

*Chief Ranger APD
 *Associate Chief Ranger APD
 *Rayado Trek Coordinator APD
 *Mountain Trek Coordinator APD
 *Ranger Trainer P
 *Academy Coordinator P
 *Ranger
 *Mountain Trek Ranger P
 *Schedule Coordinator PD

Ranch Department

*Horseman APD
 *Wrangler D
 *Bear Researcher AD
 *Motor Vehicle Maintenance D

Food Service

Dining Hall Manager APD
 Assistant Dining Hall Manager
 Kitchen Manager A
 Kitchen Manager Asst.
 Lead Cook
 Prep Cook
 Swing Cook
 Baker
 Salad Prep
 Utility Staff
 Dining Hall Staff
 *Backcountry Cook

Commissary

*Commissary Manager AD
 *Backcountry Commissary Mgr
 *Commissary Clerk
 *Truck Driver (2 ton) AD
 Food Packing WS

Trading Post

Trading Post Manager APD
 Assistant Trading Post Manager AD
 *Warehouse Manager AD
 Warehouse Clerk D
 Trading Post/Snack Bar Clerk
 *Backcountry Trading Post Mgr

Office Support

Information Technology Support
 Accounting Clerk
 Seasonal Registrar
 CHQ Registration Clerk
 PTC Registration Staff
 Transportation Clerk AD

Camping Headquarters Services

Manager AD
 Assistant Manager AD
 Mail Room Manager AD
 Mail Room Clerk
 Services Staff

News and Photo Service

*Manager APD
 *Assistant Manager, PhilNews A
 *Assistant Manager, Photo Lab A
 *Photography Technician
 *Videographer P
 Photo Lab Technician
 Marketing Staff

Headquarters Activities

Manager AD
 Assistant Manager D
 Activities Staff
 Tent City Manager AD

Security

*Supervisor AD
 *Security Staff AD
 Clerk

Grounds and Maintenance

Training Center Maintenance D
 Villa Gardener
 Headquarters Maintenance D

Quartermaster

Tent Repair Staff
 Warehouse Clerk
 Tent Crew S

Medical

Director of Medical Services APD
 *Medic A
 Medical Secretary
 Nurse A
 *Health Lodge Support Staff AD
 Medical Recheck Staff
 HL Tent City Manager AD

Training Center Program

*Program Director AD
 *Assistant Program Director AD
 Small Fry Director A
 *Group Leader I
 *Group Leader II A
 Nursery (2 mo - 2 yrs)
 Small Fry (3-5)
 Cowgirls (girls 6-7)
 Cowpokes (boys 6-7)
 Ropers (girls 8-10)
 Deputies (boys 8-9)
 Sidewinders (boys 10)
 Mustangs (girls 11-13)
 Trail Blazers (boys 11-13)
 Broncos (male & female 14-20)
 Silverados (non-conference adults)
 Craft Lodge Manager/Assistant A
 Craft Lodge Staff
 Pony Wrangler A
 *COPE Director A
 *COPE Instructor

Training Center Services

Manager AD
 Assistant Manager
 Tent City Manager/Assistant
 Services Staff

Museum

Kit Carson Director AP
 Kit Carson Staff
 Museum Shop Clerk
 Villa Staff

*Chaplain

AD

*Autumn Adventure

APDF

*Kanik

APDW

*Positions that **MUST** meet Philmont's Backcountry Height & Weight Requirements

Note: All staff who hike in the backcountry MUST meet the Height & Weight Requirements.

Seasonal Personnel - Philmont Scout Ranch, 17 Deer Run Rd., Cimarron, NM 87714

Phone: 575-376-2281 | FAX: 575-376-2636 | Email: philstaff@philmontscout ranch.org

SEASONAL EMPLOYMENT APPLICATION

YEAR _____ Summer Autumn Kanik Other, Part Time

PLEASE TYPE OR PRINT

Name _____ Last _____ First _____ Middle _____

Mailing Address _____ Street _____ City _____ State _____ Zip _____

Permanent Address (If Different) _____ Street _____ City _____ State _____ Zip _____

Mobile Phone # _____ Area Code and Number _____

Email Address _____

_____ Social Security Number _____ Driver's License Number _____ State _____ Date of Birth (if under 21) _____

Emergency Contact _____ Name _____ Phone # _____

Have you ever been charged or convicted of a misdemeanor or felony? (You may answer "no" if your conviction has been ordered sealed, expunged, or eradicated.) _____ Yes _____ No. Conviction of a crime is not an automatic bar to employment. All circumstances will be considered, including what you were charged or convicted of and how long ago. Please provide complete information about the charge/conviction by attaching a separate statement.

Is there anything Philmont should know that makes you unsuitable to work with children? _____ Yes _____ No
Is there any reason you would be unable to drive a Philmont vehicle? _____ Yes _____ No (ie. DWI, moving violations, etc.) If yes to either, please explain: _____

CHOICES OF EMPLOYMENT - PLEASE KEEP IN MIND THAT MOST FIRST YEAR APPLICANTS WILL BE CONSIDERED FOR BASE CAMP POSITIONS.

Table with 2 columns: Department, Position. Rows for First Choice, Second Choice, Third Choice.

NOTE: Enclose a brief resumé of your experience regarding each of your choices and be sure to complete information on facing page.

PLEASE BE VERY SPECIFIC REGARDING DATES YOU ARE AVAILABLE TO START AND END
Dates Available for Employment (BE SPECIFIC) From _____ To _____
Month Day Month Day

HIGH ADVENTURE BASE EXPERIENCE

Past Staff Positions _____ Location _____ Year(s) _____

- Philmont Participant:
 Expedition Year(s) _____
 Cavalcade Year(s) _____
 Double H Year(s) _____
 OA Trail Crew Year(s) _____
 Rayado Trek Year(s) _____
 Mountain Trek Year(s) _____
 ROCS Year(s) _____
 Ranch Hands Year(s) _____
 Trail Crew Trek Year(s) _____

Other High Adventure Location _____ Year(s) _____

Youth Organization Experience _____

Currently Registered As _____ Unit No. _____ Council/Organization _____

Number Years Tenure as a Youth _____ As an Adult _____

Offices Held _____

BSA Rank: _____ Other Achievements: _____ Order of the Arrow _____

Have You Ever Served on a Camp Staff? _____ When/Where? _____

Describe Leadership Experience _____

Describe Training Experience _____

List Current Certifications and Dates (First Aid, CPR, EMT, Rifle, etc.) _____

Hobbies, skills, and special Interests _____

Musical Instrument(s) Played _____

EDUCATIONAL BACKGROUND

Name & Location	Number of Years Attended	Major	Degree/Graduation Date
High School _____			
College _____			
Other _____			
Scholastic Honors _____			
Sports _____			
Activities _____			
Offices Held _____			
Languages Spoken Other Than English _____			
Final Grade Point Average _____			

EMPLOYMENT

Present or Most Recent Employer _____ May We Contact? Yes No

Address _____ Phone Number _____

From _____ To _____ Job Title _____ Supervisor's Name _____

Description of Duties (indicate significant responsibilities, accomplishments, and contributions) _____

Reason for Leaving _____

Have you ever been discharged or asked to resign from any job? Yes No

If Yes, Why? _____

Are you aware of any limitations that you have which would prevent you from performing any of the positions for which you have applied? Yes No. Explain _____

Will you give Philmont permission to do a background check? (Please initial) Yes No

REFERENCES: Provide names and addresses of three persons (not relatives) who have knowledge of your character, experience and ability

Name	Address, City, Zip	Day Phone Number	Night Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You will be expected to reside in housing provided by Philmont as part of your employment. Most summer housing is in two person tents on platforms. **Housing for married couples and their families is very limited. If you need family housing, attach a letter detailing the extent of request giving ages and sex of each dependent.** There is no guarantee of employment for spouses or children, and childcare is not provided. Children under the age of 18 must be supervised by a parent. Family housing will not be available without a written request approved by the director. Management reserves the right to enter your quarters for inspection at its discretion.

I hereby make application for employment, and in accordance with the principles of the organization, subscribe to the Scout Oath or Promise, Law, and Declaration of Religious Principle. I agree to be loyal to and cooperate fully with all the BSA policies, program, and management including those described in this application. I further agree to submit a completed BSA Annual Health and Medical Record – Parts A, B, C and D upon my arrival, if selected. I understand that a personal interview may be required before employment will be granted.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including but not limited to any investigation of statements made regarding any previous criminal record. I authorize all my previous employers, schools, and all other references to furnish the information requested. I hereby declare that the information provided by me in this application for employment is accurate and complete to the best of my knowledge. I understand that any falsification or misrepresentation in this application is cause for discharge and denial of workers compensation benefits.

Applicant Signature _____ Date _____

**SEASONAL STAFF APPLICANT REFERENCE
Philmont Scout Ranch, BSA**

_____ is applying for a seasonal position at Philmont, where more than 1,000 staff members are employed each summer. This staff is responsible for hosting over 25,000 Scouts, Venturing Crews, Advisors, and Training Center Participants each summer. The success of Philmont's operation depends upon its staff. Mature, competent, top-flight people are required to fulfill this important responsibility.

We would greatly appreciate your frank evaluation of this applicant. Please complete this form at your earliest convenience and return to the applicant or to:

**Personnel Department, Philmont Scout Ranch, 17 Deer Run Rd., Cimarron NM 87714
FAX: 575.376.2636 (Please Note: IF YOU FAX, DO NOT MAIL, IF YOU MAIL, DO NOT FAX)**

How well do you know this applicant?

Very well _____ Rather well _____ Casually _____ Do not know this person _____

Please circle the phrase that best describes the applicant's behavior. Your comments are also of the utmost importance.

APPEARANCE:	flawless	well-groomed	generally neat	slovenly
DEPENDABILITY:	exceptional	Usually dependable	requires supervision	irresponsible
INITIATIVE:	resourceful/self motivated	industrious	has necessary drive	indifferent
PERSONALITY:	bland	pleasing	outgoing	magnetic
COOPERATION:	inspires confidence	Cooperates willingly	usually cooperative	obstructionist
LEADERSHIP:	inspirational	able to take charge	good team member	incapable of leading
ATTITUDE:	always enthusiastic	positive	generally acceptable	negative
COMMON SENSE:	lacking	needs experience	usually sound	always sound judgment
ORAL EXPRESSION:	eloquent	fluent, excellent grammar/vocabulary	satisfactory	limited
INTEGRITY:	always trust-worthy	generally reliable	sometimes lacking	can't be trusted

What, in your estimation, is this person's greatest ability? _____

What, in your estimation, can this person improve upon? _____

Recommendation: _____ highly recommend employment
 _____ recommend employment
 _____ do not recommend employment

Please add any additional comments you wish to share on the reverse side.

Print Name _____

Signed _____

Scouting Position _____
 (If applicable)

Daytime Phone _____

Date _____