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 contracts will run from June 1 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 arrival and departure dates on the application; some variation in dates may be considered.

- 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, unkept 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 required. 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, preferably from a member of your local council's professional staff, is required. This information should be sealed in an envelope and mailed at about the same time as your application.

- Some positions require vehicle driving. You must supply a current driving record at time of application from your state of license to qualify for such a position. 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. Opportunities for summer employment in key staff positions are best among those who apply prior to October 1, however applications will continue to be accepted after that time. 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)

## Office Support
- Accounting Clerk
- Assistant Seasonal Registrar
- Seasonal Registrar
- Switchboard Operator
- Clerk-Typist/Computer
- PTC Registration Staff
- Secretary

## Food Service
- Dining Hall Manager  A
- Assistant Dining Hall Manager  P
- Backcountry Cook
- Dining Hall Staff
- Cook  AWFS

## Commissary
- Commissary Manager  AD
- Backcountry Commissary Manager
- Commissary Clerk
- Truck Driver (2 ton)  AD
- Food Packing  WF

## Trading Post
- Trading Post Manager  AD
- Assistant Trading Post Manager  AD
- Warehouse Manager  AD
- Warehouse Clerk  D
- Trading Post/Snack Bar Cashier
- Backcountry Trading Post Manager

## Camping Headquarters Services
- Manager  AD
- Assistant Manager  AD
- Postmaster  AD
- Tent City Manager  AD
- Services Staff

## Grounds and Maintenance
- Housekeeper
- Villa Lawn and Garden Crew
- Headquarters Maintenance  D
- Motor Vehicle Maintenance  D

## Horse Department
- Horseman  AD
- Wrangler  D
- Bear Researcher  AD

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

## Security
- Supervisor  AD
- Security Staff  AD
- Clerk

## Quartermaster
- Tent Repair Staff
- Warehouse Clerk
- Tent Crew  S

## Rangers
- Chief Ranger  APD
- Associate Chief Ranger  APD
- Rayado Trek Coordinator  APD
- Mountain Trek Coordinator  APD
- Ranger Trainer  P
- Academy Coordinator  P
- Ranger  P
- Mountain Trek Ranger  P

## News and Photo Service
- Manager  AD
- Assistant Manager, PhilNews  A
- Assistant Manager, Photo Lab  A
- Photography Technician

## Conservation
- Director of Conservation  APD
- Associate/Assistant Director  APD
- Surveyor  PD
- Work Crew Foreman  AP
- R.O.C.S. Guide  AP
- Assistant R.O.C.S. Guide
- Conservationists
- Conservation Staff
- Work Crew
- OA Trail Crew Foreman  AP
- Assistant OA Trail Crew Foreman

## Logistics Services
- Manager  APD
- Assistant Manager  APD
- Transportation Manager  APD
- Logistics Staff  PD

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

## Headquarters Activities
- Manager  AD
- Assistant Manager  D
- Activities Staff

## Training Center Programs
- Program Director  AD
- Assistant Program Director  AD
- Group Leader I
- Group Leader II  A
- Nursery (2 & under)
- Small Fry (3-5)
- Tiger (boys 6-7)
- Chicas (girls 8-10)
- Cub Scouts (boys 7-9)
- Webelos (boys 9-10)
- Boy Scout (boys 11-13)
- Muchachos (girls 11-13)
- Los Jovenes (14-20)
- Seniors (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
- Laundry

## Backcountry Programs
- Backcountry Manager  APD
- Camp Director  AP
- Program Counselor
- Adobe Making/Construction
- Archaeology
- Astronomy
- Blacksmithing
- Burro Packing
- Campfire Leadership
- Challenge Events
- Environment/Ecology/Nature
- Fishing/Fly Tying
- Gold Mining/Panning
- Indian Ethnology
- 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
- Western Lore

## Kanik
- APD

## Autumn Adventure
- APDF

---

Seasonal Personnel - Philmont Scout Ranch, Rt 1 Box 35, Cimarron, NM 87714  philstaff@cimarron.springercoop.com
**SEASONAL EMPLOYMENT APPLICATION**

**PHILMONT SCOUT RANCH**

**YEAR** ______  Summer ☐  Autumn ☐  Kanik ☐  Other Part Time ☐

**PLEASE TYPE OR PRINT**

Name __________________________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

Mailing Address ________________________________________

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Permanent Address ________________________________________

*(If Different)*

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Phone # ____________________________

Present Area Code and Number __________________________

Permanent Area Code and Number _________________________

E-Mail Address ________________________________________

Social Security Number ____________________________

Driver's License Number __________________________

State ____________ Date of Birth (If under 21) __________

Name and Phone Number of Person to Contact in an Emergency

Have you ever been convicted of a 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 convicted of and how long ago. Please provide complete information about the 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 ☐ (i.e. DWI, moving violations, etc.)"

If yes to either, explain __________________________

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Choice</td>
<td>__________________________</td>
</tr>
<tr>
<td>Second Choice</td>
<td>__________________________</td>
</tr>
<tr>
<td>Third Choice</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

**NOTE:** Enclose a brief résumé of your experience regarding each of your choices and be sure to complete information on facing page. If your choices involve driving, you must submit a current motor vehicle record.

**DATES AVAILABLE FOR EMPLOYMENT (BE SPECIFIC)**

From [ ] [ ] [ ] [ ] [ ] [ ] To [ ] [ ] [ ] [ ] [ ]

Typical Dates: June 1 to August 22

**HIGHER ADVENTURE BASE EXPERIENCE**

Past Staff Positions __________________________ Location __________________________ Year(s) __________________________

Philmont Participant: Expedition ☐ Year(s) ______ Trail Crew ☐ Year(s) ______ Rayado Trek ☐ Year(s) ______ Mountain 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 Event Host 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 Completed __________________________

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

Hobbies, skills, and special interests (music, story telling, song leading etc.) __________________________
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

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: Give Philmont name 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. 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 Health and Medical Record 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.

Signature

Signature of Parent if under 18

Date

7/00/15M
is applying for a seasonal position at Philmont, where more than 800 staff
members are employed each summer. This staff is responsible for hosting some 20,000 Scouts, Venture Crews, Advisors, and training conference 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:

*Personnel Department, Philmont Scout Ranch, Rt. 1 Box 35, Cimarron, NM 87714*

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,
  - [ ] industrious
  - [ ] has necessary drive
  - [ ] indifferent

- **PERSONALITY:**
  - [ ] Self-motivated
  - [ ] 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 uses sound judgment

- **ORAL EXPRESSION:**
  - [ ] eloquent
  - [ ] fluent, excellent
  - [ ] satisfactory
  - [ ] limited

- **GRAMMAR/VOCABULARY:**
  - [ ] 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 put any additional comments on the reverse side.

**Date** ________________________________ **Signed** ________________________________

**Council** ________________________________ **Position** ________________________________

**R 07/00**