



# Philmont Scout Ranch

## Seasonal Staff Application

### Information About Employment

**PLEASE READ THIS APPLICATION COMPLETELY BEFORE PROCEEDING**



Situated in the heart of the Sangre de Cristo mountain range of northern New Mexico, Philmont Scout Ranch is the pinnacle of high adventure program experiences. Philmont is owned and operated by the Boy Scouts of America and annually provides experiential education opportunities, backcountry hiking/camping programs, and training center conferences for 27,000 Scouters and their families.

The BSA is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age (**minimum age 18 by start date or age 21 for certain positions required by the BSA**), sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment. BSA will provide reasonable accommodation to allow an applicant to participate in the hiring process if so requested.

### Requirements for working at Philmont Scout Ranch

- SUBMIT A COMPLETE APPLICATION** – Review the list of jobs in the various departments, indicate three preferences, and complete the **entire** application, even if you have previously worked at Philmont. Applications completely filled out with a variety of departmental choices have a much better chance at placement than those with only one choice. Some jobs are only offered during certain seasons.
- SUBMIT A RESUME** – A resume is **required** to be considered for employment at Philmont Scout Ranch. Please submit a copy of your resume with this application. It is okay if this is your first resume.
- SUBMIT A LETTER OF RECOMMENDATION** – Submit at least one letter of recommendation or a completed Philmont Reference Form from a member of your local council's professional staff, a teacher, community leader, or previous employer. This information can be submitted with the application or submitted separately.
- DATES OF EMPLOYMENT** – List your specific available **START** and **END dates ON THIS APPLICATION**. The majority of summer employment dates range from **MAY 25<sup>th</sup> to AUGUST 22<sup>nd</sup>**. The length of employment varies with job assignment. Fall Training Center programs (September to November), Autumn Adventure (September to November), and Winter Adventure (December to March) seasons vary.
- BSA MEMBERSHIP** – Applicants must be registered members of the Boy Scouts of America or agree to register before employment begins (upon arrival). BSA Youth Protection Training must be completed prior to employment. The principles of the Scout Oath and Law must be practiced as a way of life.

### About working at Philmont Scout Ranch

- 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 Ranch Management) are not allowed.
- 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 is very limited. If you need family housing, attach a letter detailing the reason for the request. There is no guarantee of employment for spouses or children, and childcare is not provided. Children under age of 18 must be supervised by a parent. Family housing is not available without a written request approved by Ranch Management. Management reserves the right to inspect all housing at its discretion.
- If you are offered a job you must complete Employment Eligibility Verification (I-9) and a W-4 forms.
- Salary is based on a tiered schedule that is linked to position responsibility and Philmont experience.
- **Return your signed and completed application with a resume, letter of reference, and specific dates of employment to Philmont Scout Ranch at the address below.** Philmont will notify you when a decision is reached. **Please Note:** Mail **OR** Fax **OR** email your application - but not all three.

SEASONAL EMPLOYMENT APPLICATION

YEAR \_\_\_\_\_

Summer

Autumn

Winter

PLEASE TYPE OR PRINT

Name \_\_\_\_\_ Last First Middle
Mailing Address \_\_\_\_\_ Street City State Zip
Permanent Address (If Different) \_\_\_\_\_ Street City State Zip
Mobile Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_ Area Code and Number Area Code and Number
Email Address \_\_\_\_\_

Referred by: \_\_\_\_\_
How did you find out about working at Philmont?
 Previous Philmont Experience
 Former Philmont Staff Member
 Job Fair or College Job Posting
 Council Service Center
 Philmont Website
 BSA Relative
 Other Website \_\_\_\_\_
 Other \_\_\_\_\_

Please check if you are 18  or older. (Please note that you must be at least 18 by your first day of employment at Philmont)
Please check if you are 21  or older. (Please note that you must be at least 21 to apply for certain positions required by the BSA)

Emergency Contact \_\_\_\_\_ Name Phone # \_\_\_\_\_

Is there anything Philmont should know that may impact your ability to work with children? \_\_\_\_ Yes \_\_\_\_ No

If applying for a job that requires driving, is there any reason you would be unable to drive a Philmont vehicle?
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes to either, please explain: \_\_\_\_\_

CHOICES OF EMPLOYMENT - Please review all Philmont positions on Page 4 of this application.

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

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) \_\_\_\_\_  STEM Trek Year(s) \_\_\_\_\_
 NAYLE Year(s) \_\_\_\_\_  OA Trail Crew Year(s) \_\_\_\_\_  Rayado Trek Year(s) \_\_\_\_\_  Mountain Trek Year(s) \_\_\_\_\_
 PTC 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 \_\_\_\_\_
Rank(s) achieved: \_\_\_\_\_ 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, NRA, etc.) \_\_\_\_\_
Hobbies, skills, and special Interests \_\_\_\_\_
Musical Instrument(s) Played \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Name & Location	Number of Years Attended	Major	Degree	Diploma (Yes or No)
High School _____				
College _____				
Other _____				
Scholastic Honors _____				
Sports _____				
Activities _____				
Offices Held _____				
Languages Spoken Other Than English _____				
Final Grade Point Average _____				

**EMPLOYMENT** – Include any employment prior to today’s date, even if that employment has not ended. For more than one employers, submit the information in the same format on another sheet or on your resume. Include military experience as if an employer, including branch, rank, and date of discharge.

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? \_\_\_\_\_

Will you be able to perform the essential functions of any jobs for which you are seeking employment with or without a reasonable accommodation? \_\_\_ Yes \_\_\_ No Explain \_\_\_\_\_

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

Name	Address, City, Zip	Home Phone Number	Mobile Phone Number
1. _____			
2. _____			
3. _____			

*I hereby make application for employment, and in accordance with the principles of the organization, subscribe to the Scout Oath, Promise, and Law. I agree to be loyal to and cooperate fully with all the BSA policies, program, and management including those described in this application. If selected for employment, I must provide proof of current BSA membership or register with the BSA upon my arrival. I further agree to submit a completed BSA Annual Health and Medical Record – Parts A, B, and C upon my arrival. I understand that a personal interview may be required before employment will be granted. I have submitted a resume, letter of reference, and specific dates of employment.*

*I understand that completion of an application with BSA is a preliminary step in employment. It does not obligate BSA to offer employment to me or for me to accept employment. I further acknowledge that if offered employment, any employment will be at-will.*

*I authorize investigation of all statements contained in this application by BSA for employment as may be necessary in arriving at an employment decision. I authorize all my previous employers, schools, and all other references to furnish the information requested. I promise that I will not bring any legal claims or actions against my current or former employers or schools due to their responses to any job reference request. 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 may result in the decision not to hire me, the withdrawal of an offer of employment, or termination of my employment, and denial of workers compensation benefits.*

Applicant Signature (written signature required) \_\_\_\_\_ Date \_\_\_\_\_

# 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 may increase your chances.

A - 21+ years of age    P - Previous Philmont Staff Experience    D - Driving Required    F - Fall    W - Winter    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 [PhilmontScoutRanch.org/Jobs](http://PhilmontScoutRanch.org/Jobs)

## Logistics Services

Manager APD  
Associate Manager APD  
Transportation Coordinator APD  
Communications Coordinator APD  
Logistics Staff D

## Backcountry Program

\*Backcountry Manager APD  
\*Camp Director AP  
\*Assistant Camp Director  
\*Program Counselor  
  Archaeology  
  Archery, 3 Dimensional  
  Astronomy  
  ATV  
  Blacksmithing  
  Burro Packing  
  Cabin Restoration/Construction  
  Campfire Leadership  
  Challenge Events  
  Fishing/Fly Tying  
  Gold Mining/Panning/Geology  
  Homesteading  
  Indian Ethnology  
  Land Navigation/GPS/Geocaching  
  Logging Skills  
  Mountain Biking  
  Mountain Man/Trapping/Rendezvous  
  Muzzle Loading  
  Railroading  
  Rifle/Shotgun/Pistol Instructor A  
  Rock Climbing  
  Search Rescue/Wilderness Medicine  
  Weather  
  Western Lore  
Backcountry Warehouse Manager AD  
Warehouse Asst. Manager AD  
Warehouse Clerk  
Wardrobe Specialist  
Shooting Specialist  
\*Backcountry Gardener

## Conservation

\*Director of Conservation APD  
\*Field Manager/Coordinator APD  
\*Assoc. Director - WC/EE/Ist/OATC APD  
\*WC/EE/STEM/Ist/OATC/GIS Coord. APD  
\*Work Crew Foreman  
\*Work Crew Staff  
\*Environmental Educator  
\*STEM Educator  
\*Trail Crew Trek Foreman A  
\*Conservation Site Foreman  
\*Conservationist  
\*OA Trail Crew Foreman  
\*GIS Staff  
\*Sustainability Staff D  
\*Invasive Species Team Leader AD  
\*Invasive Species Staff  
\*Recreation Resource Specialist APD

## Ranger Department

\*Chief Ranger APD  
\*Associate Chief Ranger APD  
\*Mountain Trek Coordinator APD  
\*Rayado Trek Coordinator APD  
\*Service Academy Coordinator APD  
\*Scheduling Coordinator APD  
\*Ranger Trainer P  
\*Mountain Trek Ranger P  
\*Ranger

## Ranch Department

\*Horseman APD  
\*Wrangler D  
\*Bear Researcher AD  
Grounds Staff D

## Food Service

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

## Commissary

\*Manager AD  
\*Asst. Manager AD  
\*Backcountry Commissary Manager  
\*Commissary Clerk  
\*Truck Driver (2 ton) AD  
Warehouse Clerk  
Meat Market Specialist

## Tooth of Time Traders-Official Philmont Store

Manager APD  
Assistant Manager D  
\*Warehouse Manager D  
Warehouse Staff D  
TOTT/Snack Bar Clerk  
\*Satellite Operations Manager AD  
\*Backcountry Trading Post Manager

## Office Support/Administration

Information Technology Support  
Accounting Clerk  
Payroll Clerk/Office Support  
Safekeeping Clerk  
CHQ Seasonal Registrar  
PTC Registration Staff  
Transportation Clerk AD

## Outfitting Services

Manager AD  
Team Leader AD  
Outfitting Services Staff

## Mail Room

Manager AD  
Mail Room Clerk

## Marketing and Photography Service

\*Manager APD  
\*PhilNews Editor A  
\*PhilNews Writers  
Photo Lab Lead A  
\*Photography Manager  
\*Photographer  
\*Videographer  
Marketing Media Staff

## Welcome Center

Manager AP  
Asst. Manager A  
Welcome Center Staff

## Security

\*Manager AD  
\*Security Staff AD  
Clerk

## \*Chaplain

AD

## Activities Department

Manager AD  
Asst. Manager D  
Opening/Closing Campfire Specialist  
Activities Staff

## Maintenance

Maintenance Staff D  
\*Motor Vehicle Maintenance D

## Tent Repair/Merchandize Warehouse

Tent Repair/Warehouse Clerk

## Medical/Infirmary

Infirmary Manager APD  
Medical Secretary  
Nurse A  
Certified Nursing Assistant (CNA)  
\*Medical Services Support Staff AD  
Medical Recheck Staff  
Infirmary Tent City Manager APD  
Infirmary Tent City Asst. Manager AD

## Training Center Program

\*Family Program Manager APD  
\*Asst. Family Program Manager APD  
\*Program Counselor Coordinator APD  
Small Fry Director A  
\*Program Counselor I  
\*Program Counselor II A  
Craft Center Director A  
Craft Center Staff  
Pony Wrangler A  
\*COPE Director AD  
\*COPE Instructor  
PTC Shooting Sports Director AD

## Training Center Services

Manager AD  
Asst. Manager  
Tent City Manager/Assistant  
Services Staff

## Museum

Kit Carson Camp Director AP  
Kit Carson Staff  
Chase Ranch Camp Director APD  
Chase Ranch Staff  
Museum Shop Clerk  
Villa Staff  
Villa Gardener

## Guest Services (Housekeeping)

Guest Services Staff

## Autumn Adventure

\*Guide APDF  
\*Training Center Staff APDF  
\*Conservation APDF  
\*PASS/PAW Instructor APDF  
Maintenance/Grounds APDF  
Food Service PF  
Tooth of Time Traders Clerk PF  
Rayado/Kit Carson Staff APDF  
Guest Services PF  
\*Wrangler/Fence Crew APDF

## Winter Adventure

\*Guide APDW  
\*Training Center Staff APDW  
Food Service PW  
Tooth of Time Traders Clerk PW  
Food Packing WS

\*Note: All staff who hike in the backcountry **MUST** meet the height & weight requirements.

**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 27,000 co-ed youth participants, adult 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.**

<b>APPEARANCE:</b>	flawless	well-groomed	generally neat	slovenly
<b>DEPENDABILITY:</b>	exceptional	Usually dependable	requires supervision	irresponsible
<b>INITIATIVE:</b>	resourceful/self motivated	industrious	has necessary drive	indifferent
<b>PERSONALITY:</b>	bland	pleasing	outgoing	magnetic
<b>COOPERATION:</b>	inspires confidence	Cooperates willingly	usually cooperative	obstructionist
<b>LEADERSHIP:</b>	inspirational	able to take charge	good team member	incapable of leading
<b>ATTITUDE:</b>	always enthusiastic	positive	generally acceptable	negative
<b>COMMON SENSE:</b>	lacking	needs experience	usually sound	always sound judgment
<b>ORAL EXPRESSION:</b>	eloquent	fluent, excellent grammar/vocabulary	satisfactory	limited
<b>INTEGRITY:</b>	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** \_\_\_\_\_

**How do you know the applicant?** \_\_\_\_\_ **Daytime Phone** \_\_\_\_\_ **Date** \_\_\_\_\_

10/20/2017

## RISK ADVISORY - PHILMONT SCOUT RANCH

Philmont has an excellent health and safety record with over 1,000,000 adults and young people having attended since 1938. Philmont strives to minimize risks to participants and advisors by emphasizing proper safety precautions. Most participants in Philmont programs do not experience injuries because they are prepared, are conscious of risks, and take safety precautions. If you decide to attend Philmont, you should be physically fit, have proper clothing and equipment, be willing to follow instructions and work as a team with your crew and take responsibility for your own health and safety. For further information please thoroughly read the *Guidebook to Adventure*. Like other wilderness areas, Philmont is not risk free and you should be prepared to listen to safety instructions carefully, follow directions and take appropriate steps to safeguard yourself and others.

Parents, guardians and potential participants in Philmont programs are advised that journeying to and from Philmont, and one's stay at Philmont, can involve exposure to accident, illness, and/or injury associated with a high elevation, physically demanding, high adventure program in a remote mountainous area. Campers may be exposed to occasional severe weather conditions such as lightning, hail, flash floods and heat. Other potential problems include: injuries from tripping and falling, motor vehicle accidents, worsening of underlying medical conditions such as diabetes or asthma, heart attacks, heat exhaustion and falls from horses.

Philmont's trails are steep and rocky. Wild animals such as bears, rattlesnakes and mountain lions are native and usually present little danger if proper precautions are taken. Please refer to the *Guidebook to Adventure*, speak with previous Philmont participants, or call Philmont for further information concerning risks and measures which can be taken to avoid accidents. Philmont has staff trained in first aid, CPR and accident prevention, and is prepared to assist in recognizing, reacting, and responding to accidents, injuries and illnesses. **Each crew is also required to have at least two members trained in wilderness first aid and CPR.** Medical and search and rescue services are provided by Philmont in response to an accident or emergency. However, response times can be affected by location, weather or other emergencies and could be delayed six (6) or more hours.

Philmont trail food is, by necessity, a high carbohydrate, high caloric diet. The trail food is high in wheat, milk products, sugar and corn syrup, and artificial coloring/flavoring. Most dinner meals contain meat. If participant has a problem with the diet described above, contact Philmont for a copy of the trail menu and ingredients and plan to send supplemental food. Philmont will deliver supplemental food to the appropriate pickup places.

### **PHILMONT WEIGHT LIMITS FOR BACKPACKING AND HIKING**

Each participant in a Philmont trek must not exceed the maximum acceptable limit in the weight for height chart shown below. The right hand column shows the maximum acceptable weight for a person's height in order to participate in a Philmont trek. Those who fall within the limits are more likely to have an enjoyable trek and avoid incurring health risks. These guidelines are used because overweight individuals are at a greater risk for heart disease, high blood pressure, stroke, altitude illness, sleep problems and injury.

**Participants 21 years and older who exceed the maximum acceptable weight limit for their height at the Philmont medical recheck WILL NOT be permitted to backpack or hike at Philmont.** For example, a person 70 inches tall cannot weigh more than 226 lbs. All heights and weights will be measured in stocking feet.

***For participants under 21 years of age who exceed the maximum acceptable weight for height, the Philmont physicians will use their best professional judgment in determining participation in a Philmont trek. Participants under 21 years of age are strongly encouraged to meet the weight limit for their height. Exceptions are not made automatically and discussion in advance with Philmont is required regarding any exception to the weight limit for persons under 21 years of age, whether it is over or under.*** Philmont will consider up to 20 lbs. over the maximum acceptable as stated on the chart, however, the exception will never exceed 295 lbs. Philmont's phone number is 575-376-2281.

The maximum weight for any participant in a Cavalcade Trek and for horse rides is 200 lbs. **Under no circumstances will any individual weighing more than 295 pounds be permitted to participate in backcountry programs.** This requirement is necessary because of limitations of rescue equipment and for safety of search and rescue personnel.

**Individuals who do not meet Philmont's weight for height requirements will not be allowed on the trail and will be sent home.**

Height(inches)	Max Weight	Height(inches)	Max Weight	Height(inches)	Max Weight	Height(inches)	Max Weight
60	166	65	195	70	226	75	260
61	172	66	201	71	233	76	267
62	178	67	207	72	239	77	274
63	183	68	214	73	246	78	281
64	189	69	220	74	252	79 & over	295

This table is based on the revised Dietary Guidelines for Americans from the U.S. Dept. of Agriculture and the Dept. of Health & Human Services.

A water-displacement test to determine percent body fat will also be accepted in lieu of the height-weight guidelines. Women will need to have a body fat of 20% or less and men will need to have a body fat of 15% or less to be qualified to participate. No other form of test to determine percent body fat (DEXA scan, skin fold, etc.) will be accepted by Philmont.